

**Risk Management Plan**  
**Calumet Lutheran Ministries**  
**owned and operated for the New England Synod**  
**of the**  
**Evangelical Lutheran Church in America**  
**by**  
**Calumet Lutheran Ministries**

**2024**

The goal of this plan is to improve our performance as we carry out the mission of Calumet by acknowledging and controlling risks. This plan will outline the strategy to be used by Calumet Lutheran Ministries to protect and conserve our resources while providing camping, outdoor ministry, retreat and conference programs sensibly and safely. Ultimately, the goal of this plan is to provide a framework where we can be free to pursue our mission, which is:

Calumet's Mission Statement

Together we say YES to God's abundant life:

\*growing in faith

\*inspiring service

\*caring for each other and all creation

Throughout this plan, we will generally employ four types of decisions in dealing with our reactions to identified risks:

RETAIN: Accepting the risk and preparing for the consequences.

TRANSFER: Shifting part of the risk (usually the financial aspect) through contract or insurance.

MODIFY: Changing the activity so the chance of any harm occurring and the impact of the potential danger are acceptable.

AVOID: Choosing not to offer a service we consider to be too risky.

The American College Dictionary defines RISK as "exposure to the chance of injury or loss."

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## Supervision of Campers in Children & Youth Programs

Enabled by Calumet's policies for employing staff members, it is our plan to supervise children with care, respect, safety, and their general welfare in mind, so that Calumet's mission can be accomplished through these programs.

In all programs where our staff is functioning *in loco parentis*, there should be an uninterrupted knowledge of the whereabouts of each child at all times.

In all activities, a minimum staff-to-camper ratio for each unit and each department should be maintained according to this chart:

<u>Camper Age</u>	<u>Staff</u>	<u>Resident Campers</u>	<u>Family or Day Campers</u>
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	20

At least 80% of the above ratios should be comprised of staff members who are over 18 years of age.

In cases where staff members are under 18 years of age, they should be at least two years older than the oldest campers they are supervising.

There will be considerable guidance given to counselors and other staff members responsible for supervising children. This guidance will come in many forms. One of the most important aspects of this guidance will be proper supervision. Each counselor will have an immediate supervisor, and the supervisor will be responsible for making concurrent constructive criticism, as well as periodic performance reviews.

It is extremely important, as you can probably see, that all who serve on the Calumet Staff share a common mission and work together closely as a team. Some considerations are important as you consider joining and committing yourself to this remarkable group of people called staff. The following items are basic for all camp staff positions:

1. A personal commitment to the Lord Jesus Christ and a sincere desire to serve God through the church camp.
2. An understanding of the objectives of the church camp program and its role in the total program of Christian Education.
3. An understanding of and love for children and youth.
4. An understanding of and an appreciation for the camp and its out-of-doors setting.
5. An understanding that the camp is an agency of Christian Education.
6. Ability to work as a member of a group.
7. Emotional stability.
8. Knowledge of and special skills for the camp assignment to which the person is appointed.
9. Experience in his or her particular field of responsibility.
10. Ability to place the needs of the campers before personal desires or conveniences.

As a large, close-knit family that depends on each other, it becomes important to remember some guidelines for maintaining the dignity and integrity of that family as a group and individuals within that family. The most important guideline for persons in any staff position is that the good and the welfare of the camper must come first at all times. This implies a pattern of behavior that reflects a lifestyle consistent with the teachings of Christ. Much of what a camper learns is modeled from camp leaders, namely you and all others who serve on the camp staff. So, if you remember that the camper comes first, most of the following items will come naturally. The following are items that we draw specific attention to because of their recurring nature and importance in conducting an effective program of Christian Education.

### **Staff Rules and Information**

Rules will guide counselors in supervising children. The following rules will be provided in staff manuals and reviewed during orientation

The Camper Comes First: All staff members must put the welfare of the campers and the well-being of Calumet before their own wishes or personal needs. Any staff member has an obligation to intervene on behalf of Calumet when violations of camp policy are occurring. When this intervention is ineffectual, it is the obligation of each staff member to bring the situation to the attention of the Camp Director.

Creating a Safe and Wholesome Environment: It is a goal, in all of Calumet's programs and activities, to create an environment which protects them from all danger and all influences which might be physically, emotionally, morally, or spiritually undermining. It is every staff member's responsibility to be a good example to all campers and to one another. Your behavior should at all times encourage all in the Calumet community to be faithful to the Gospel of Jesus Christ and to make positive contributions to all of society. Most of the rules in this section have been developed with this principle in mind. In addition to those specific guidelines, we call to your attention the following specific ways which we feel are especially important in creating what we want to be the norm for a safe and wholesome environment:

- Swearing, profanity, or the use of any language which is demeaning to God's creation, especially other people, is never appropriate at Calumet.
- Pornographic or sexually explicit literature or media material, as well as material which promotes violence, is never appropriate at Calumet.
- It is never appropriate to do or say anything at Calumet that would encourage the adoption of non-Christian belief systems.
- It is never appropriate to expose others to substances that are generally accepted as potentially self-destructive. Calumet staff members are expected to avoid wearing clothing or displaying material that promotes violence, the use of tobacco products, alcoholic beverages, or any illegal or illicit substances.

If you are unsure of any behavior, custom, or personal habit, you are encouraged to check with a Camp Director. It is the Camp Director's responsibility to interpret, on behalf of the New England Synod, what constitutes the contributing to a safe and wholesome environment at Calumet. This is especially true when there are no written policies to cover specific situations.

Problems: Check with the Camp Director when you have questions or problems related to your responsibilities or carrying them out. Make sure you tell your supervisor or Director about any problems your campers are having, such as homesickness, disruptive behavior, and the like.

Smoking: Staff members are not allowed to smoke or use tobacco products on or near the property of Calumet or performing your responsibilities away from the camp property.

Drugs: The use of non-prescribed or illegal drugs is not allowed at any time during the term of your employment. You are required to submit prescribed medicinal drugs to the nurses and comply with their schedule of administration.

Drinking: The use of alcoholic beverages is not allowed by staff members at any time while you are on the Calumet property, or performing your responsibilities away from camp property. You will be expected to abide by the civil laws of various states in regard to liquor when experiencing time off away from the camp property. The drinking age in New Hampshire is 21. It is expected that you will refrain from drinking in the presence of those who are too young to drink. It is illegal to purchase alcoholic beverages for minors. In any event, your use of alcoholic beverages should be guided by a respect for the integrity of the camp, its staff, and its campers. In no case should you assume your responsibilities or come to the camp property under the influence of alcohol.

Gambling: Gambling is not allowed at Calumet.

Tips: You are not allowed to receive gifts, tips, or any other form of personal remuneration while serving on staff. This is to prevent the possibility of giving special attention to individual campers for financial reasons. If a parent offers you a tip, you might suggest they donate to the Annual Fund instead.

Off-Camp Activities: Make sure you check with the Camp Director before leaving camp at a time when you are normally on duty, particularly when you are accompanying a group of campers. Be sure to sign out at the office. Be particularly clear about your destination so you can be notified in the event of an emergency.

On Duty Time: When you are on duty at night (every night when campers are on camp, except All Counselors Night Out On Camp), you must be supervising your campers. The recommended guideline is to remain in the cabin until your campers are asleep. At the minimum, you need to be 15 minutes in cabin, 15 minutes on step. Then in the meeting place for that area if your campers are quiet and kids know where to get you if you are needed. You may not have another counselor cover your cabin for you.

#### Camp Fires

1. Never leave unguarded.
2. Always have water available.

Candles and incense are not allowed inside or outside.

Food Policy: As professionals we need to think carefully regarding the use of food for purposes other than nourishment. We want to make sure that we do not give the message that food is a limitless resource, especially when we use it in non-edible activities. Food is one of the basic necessities of life and many children in our world—even in the state of New Hampshire—do not have enough food to meet daily nutritional requirements. Hence, use of food for expressive art projects is strictly prohibited. It is our responsibility to consider the following when making a decision as to whether or not to use food in activities:

1. There is no other material that can be substituted for the food in the given activity.
2. It is an activity that uses small amounts of food relative to the number of campers who are playing with it.
3. It can be used over and over during many activity times. (i.e. Playdough is made of small amounts of salt and flour and it is used for a number of weeks by many campers before it is thrown out).
4. It is an activity which the product or by-products can be eaten. (i.e. Cutting open fruits and vegetables to see the seeds — they can then be eaten as a snack).
5. It is an activity that uses small amounts of food to demonstrate a property of science or as an object lesson in a story of Faith.

If, after consideration of all of the above, you are still undecided as to whether or not food should be used in an activity, talk it over with your co-counselors and/or Unit Leader and/or Department Head and/or a Program Director.

Sexual Conduct: Staff members are expected to give equal attention to all campers. Staff members are expected to conduct themselves in the highest manner of propriety and respect for others and not to put any other people in intimidating, uncomfortable, or threatening situations. Therefore, staff members are not allowed to pursue or engage in or accept sexual or romantic relationships with campers during the camping season or sessions and the camp strongly discourages such relationships after camper sessions. Sexual harassment will not be tolerated at any time at Calumet. Sexual harassment is defined as any verbal or physical sexual advance, suggestion, or conduct that is unwelcome or conduct which creates an offensive, hostile, or intimidating environment. This may include, but is not limited to verbal abuse, joking, or telling stories or jokes, innuendoes, unnecessary physical conduct, suggestive physical behavior, requesting, suggesting, or demanding sexual favors which are implied or overt threats or physical assault which is legally defined as uninvited physical conduct. The E.L.C.A. is committed to end all sexual harassment and abuse in the church, and it will not be tolerated at Calumet. Staff members who are involved in romantic relationships with other staff members should not engage in any public displays of affection while on Calumet property.

CAMPER RELATIONSHIPS: Camp staff members are expected to monitor and be aware of developing romantic relationships between campers so that campers are not threatened, harassed, or intimidated by the conduct of other campers. New Hampshire law requires that any sexual abuse of a minor (person under 18 years old) be reported to the State under RSA 168-C:29 which requires "...any...person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter" which requires reporting to the police or Division of Child & Youth Services of the State of New Hampshire. In the event that any staff member believes that a person has been sexually abused or mistreated, any such incident shall be reported to the Camp Director, Camp Nurse, or Chaplain immediately. There is a similar requirement for abuse of mentally handicapped persons of any age.

In the course of discussions with campers on human sexuality, your responsibility is to counsel that marriage is the appropriate context for sexual intercourse. This represents the prevailing position of the ELCA. Under no circumstances will you discuss your personal sexual experiences, nor will you discuss your beliefs if they are contrary to the above position.

Camp is meant to be a community experience; therefore, excessive time away from group activity by individuals or small groups of individuals is not acceptable.

If you encounter any instances, involving campers, of sexual harassment (as defined above), your responsibility is to intervene to stop the behavior. If the behavior does not stop, report the behavior to your supervisor immediately.

Specific Policies: Your use of equipment, tools, and facilities, should comply with procedures of the responsible Department Head or administrative staff member. For instance: necessary repairs or water leaks should be reported to the Maintenance Director; swimming must be done in compliance with that Department Head (no night swimming or swimming alone, etc.); tools or other materials may be borrowed from a craft shop only with the consent of the Arts and Crafts Department Head and returned after use, etc.

Swimming or Boating: Swimming and boating are not allowed at night, from sunset to sunrise. Swimming must take place in a designated swimming area, and only when a lifeguard is on duty.

Personal Vehicles: Will be kept at the staff parking lot behind the Conference Center.

Bicycles: Should be kept locked when not in use. Riding bicycles at Calumet is allowed during daylight hours and at night with the use of attached headlight. Bikes must be walked across the road and crosswalks should be used. Helmets must be worn.

Purchase of Equipment: Staff members may purchase equipment for the camp only as approved by a Camp Director.

Clothing: Staff are expected to be properly dressed at all times. Informal, casual, but neat clothing is the rule.

Telephone Calls: The regular office phone is kept free for business and emergency use.

Medical Forms: You will receive this along with other materials. It must be completed by your physician before you arrive at camp or you will not be allowed to stay at Calumet. The camp doctor will not perform this service.

Insurance: During your employment, you will be covered by a group health and accident insurance policy. This is minimal. We advise you to have additional coverage.

#### **RULES FOR RESIDENT CAMP PARTICIPANTS:**

All staff should be familiar with the rules that guide camper behavior so that any staff member can intervene in any situation in which your attention would be appropriate.

1. At all times, treat others with respect.

2. Vulgar language, dirty jokes, or jokes that put other people down are offensive. Do not offend.
3. We use words to solve our differences. Physical violence of any kind (rough housing, hitting, punching, kicking, etc.) is not acceptable.
4. Making sure that everyone has a safe experience is our number one priority. For this reason, we cannot allow any items that could be used in a harmful way. This includes such items as Swiss Army knives.
5. Campers are not allowed to leave camp property at any time unless under the direct supervision of a Calumet staff person.
6. Calumet is a Christian community. We are all expected to cooperate with one another in order to have a safe and positive experience at Calumet. Campers are to abide by the guidance and directives of counselors and other staff members. If you feel that you are being treated unjustly, discuss the situation with the camp director or the chaplain.
7. Calumet promotes healthy lifestyles. No tobacco, drugs, or alcohol are permitted.
8. Please do not bring electronic sound devices, cell phones, iPads, etc. They are not allowed and will be taken from you while you are at Calumet.

#### **RULES FOR CALUMET DAY CAMP PARTICIPANTS:**

1. Always tell the counselor when you check in or out.
2. Vulgar language is offensive and not to be used.
3. Footwear must be used at all times unless specifically requested by your counselor.
4. There will be no hitting of anyone.
5. Campers must have permission to leave the boundaries of the camp program.
6. Respect the camp and all property.
7. Rules developed by the community for life together, field trips, and all activities must be followed.

#### **DAY CAMP DISCIPLINE AND DISCHARGE**

1. Campers are entitled to a pleasant and harmonious environment at camp. The day camp strives to serve all campers, but sometimes cannot serve campers whose behaviors disrupt and immobilize the whole camp.
2. Reasonable efforts will be made to assist campers to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:
  - ◆ The disruptive camper will be given a time alone, in order for the camper to cool off and think about his or her actions.
  - ◆ The staff involved will talk with the camper to gain some insight into the camper's understanding of the situation. At no time, however, will the staff person shame the camper or call the camper names.
  - ◆ If appropriate, the camper will apologize or perform some other appropriate act of reconciliation.
  - ◆ If the disruptive action was significant, an Incident Report will be completed by the appropriate staff. Original copy goes in camper's file. Copy goes to parent.
3. If behaviors of a certain camper continue to be disruptive, more lengthy reports and discussions with parents will be warranted.
4. Chronically disruptive behavior is defined as verbal and physical activity which may include, but is not limited to, such behavior that: requires constant attention from the camp staff, inflicts physical or emotional harm on other campers, abuses the staff, ignores or disobeys the rules which guide behavior during the camp day. If the camper cannot adjust to the camp program setting and act appropriately, then the camper may be asked to leave.
5. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program or there are continued flagrant violations of the camp rules, discharge can be effective immediately after the camp director consults with the executive director and the parents are notified.

*As a result of the day camp experience, children should:*

1. Go home each night in one piece ~ physically, emotionally, and spiritually
2. Know that they are loved
3. Learn something positive
4. Have fun!

## **POLICY ON HARASSMENT**

### **Harassment Prohibited**

Calumet is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, age, color, disability, ancestry or national origin, or any other classification protected by state or federal laws. All employees should respect the rights, opinions, and beliefs of others, Harassment, because of sex, race, age, color, sexual orientation, disability, ancestry, national origin or whether conducted by, or affecting an employee, vendor, client, volunteer, board member, or any other individual connected with Calumet is strictly prohibited. Examples of conduct prohibited by this policy include sexual harassment of any kind, using racial and ethnic slurs, making offensive references to stereotypes, or making jokes about characteristics protected by law. Any such harassment is prohibited by this policy whether or not the conduct also violates federal or state law. This policy applies to all employees, directors, officers, volunteers, and agents of Calumet, including the chief executive officer and the Board of Directors.

### **Making Complaints - Mandatory Reporting**

If you believe you are the victim of harassment, immediately report this fact to the executive director or one of the camp directors. Also, if you observe harassment you should bring conduct to a director's attention. You should make any complaint about harassment directly to one of the persons listed above. Complaints of harassment do not need to be in writing; however, in order for Calumet to properly investigate the report, it may not be anonymous. It is the policy of Calumet that no reprisal, retaliation, or other adverse action will be taken against any complainant for making a good faith report of harassment, or for assisting in an investigation of harassment.

### **Investigation of Complaints**

Calumet will promptly and thoroughly investigate all alleged violations of this policy assuming the allegation is in good faith and made in sufficient detail for Calumet to conduct a confidential but thorough investigation. An investigation cannot be accurately conducted if the allegation is anonymous. The investigation will generally consist of an interview with fact witnesses, including the complainant and the alleged harasser. Every effort will be made during the course of the investigation to protect the confidentiality of those involved and of the information gained during the investigation; however, information will be disclosed as necessary in order to conduct a thorough investigation. The investigation may take several weeks. During the time period following a complaint of harassment the alleged harasser and alleged victim are not permitted to have one-on-one unsupervised contact at the workplace. The results of the investigation will be reported to the complainant and the alleged wrongdoer.

### **Penalties for Violations**

Calumet will take prompt disciplinary and remedial action in response to policy violations, including breach of confidentiality, retaliatory action, or bad faith allegations. Disciplinary action may include termination of employment. If you have questions about this policy, contact the executive director or camp director for additional information.

## **DISCIPLINE AND DISCHARGE**

Campers are entitled to a pleasant and harmonious environment at camp. Calumet strives to serve all campers, but sometimes cannot serve campers whose behaviors disrupt and immobilize the whole camp.

Reasonable efforts will be made to assist campers to adjust to the program setting. See Behavior Management section of Resident Camp Staff Handbook. Disruptive behavior will be dealt with in the following manner:

- ◆ The disruptive camper will be given a time alone, in order for the camper to cool off and think about his or her actions.
- ◆ The staff involved will talk with the camper to gain some insight into the camper's understanding of the situation. At no time, however, will the staff person shame the camper or call the camper names.
- ◆ If appropriate, the camper will apologize or perform some other appropriate act of reconciliation.
- ◆ If the disruptive action was significant, an Incident Report will be completed by the appropriate staff. Original copy goes in camper's file. Copy goes to parent.

If behaviors of a certain camper continue to be disruptive, more lengthy reports and discussions with parents will be warranted.

Chronically disruptive behavior is defined as verbal and physical activity which may include by is not limited to such behavior that: requires constant attention from the camp staff, inflicts physical or emotional harm on other campers, abuses the staff, ignores or disobeys the rules which guide behavior during the camp day. If the camper cannot adjust to the Camp program setting and act appropriately, then the camper may be asked to leave.

## **GUIDELINES FOR CHILD ABUSE AND NEGLECT POLICIES AND PROCEDURES**

Calumet Lutheran Ministries (CLM) and all of its program sites are committed to exercising its responsibility to prevent the possibility of abuse and neglect of every child enrolled in its programs and/or facilities.

For the purposes of this policy, a child is defined as any person under the age of 16; a youth is between 16 and 18 years of age; an adult is over age 18. Abused means that a child or youth (A) has had physical injury or injuries inflicted on him or her other than by accidental means, or (B) has injuries that are at variance with the history given of them, or (C) is in a condition that is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment, or cruel punishment. A child or youth may be found neglected who (A) has been abandoned or (B) is being denied proper care and attention, physically, emotionally, or morally or (C) is being permitted to live under conditions, circumstances, or associations injurious to his/her well-being, or (D) has been abused.

In any situation in which an employee or volunteer of CLM is providing care for children, that child caregiver is a mandated reporter of any situation of observed or suspected child abuse or neglect. Such mandated reporters will submit a written report to his/her supervisor, and that supervisor will in turn make sure that the report is submitted to (in Connecticut) the commissioner of Children and Family Services or the similarly appropriate state authority in whatever state the case of abuse, neglect, suspected abuse, or suspected neglect took place.

All oral and written reports shall contain, if known: (1) The names and addresses of the child and his/her parents or other person responsible for his/her care; (2) the age of the child; (3) the gender of the child; (4) the nature and extent of the child's injury or injuries, maltreatment or neglect; (5) the approximate date and time of the injury or injuries, maltreatment, or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment, or neglect came to be known to the reporter; (8) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and (9) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

The Department of Children and Families Hotline in Connecticut is 800-842-2288 and in New Hampshire is 800-894-5533. All staff and volunteers of CLM are required to report to their supervisors, any situation of abuse, neglect, suspected abuse or suspected neglect, observed in any child in the care of CLM.

The supervisor, upon a report of observed or suspected abuse or neglect, will ascertain that steps are immediately take to:

- protect the child or youth from additional abuse or neglect.
- alert the president of CLM
- procure medical treatment that appears to be appropriate to the situation.
- inform the parents of the child or youth who is the victim or suspected victim.
- prepare all necessary and mandated written reports.

The president of CLM is the only person who is authorized to make reports to any and all authorities outside of the CLM organization.

In a case where an employee or volunteer of CLM is observed or suspected of abusing a child or youth in the care of CLM, each incident or suspected incident will be reported to his/her immediate supervisor. The accused employee or volunteer will be removed from childcare responsibilities until an investigation takes place. If the investigation reveals that the employee or volunteer was accused erroneously, then such person may be restored to his/her responsibilities. If the investigation reveals that the accusations have substance, the employee or volunteer will be terminated from relationship with CLM. The investigation will be conducted by the person in charge of the program in which the incident takes place, and at least one other employee of CLM who was not in any way connected to the incident in question. The investigation will consist of interviews with and written reports from any persons who witnessed the incident or were in any way connected to it.

Any person who reports the abuse or neglect of a child or youth is protected by state statutes in Connecticut, New Hampshire, Massachusetts, Maine, Vermont, and Rhode Island, and by the policy of CLM, from any discrimination or retaliation resulting from such report.

All staff and volunteers of CLM will be given training in the detection of child abuse and neglect, and the provisions of this policy, prior to accepting childcare responsibility. This training will be reviewed at least once per year, thereafter. This training will include, but not be limited to:

- reading this policy.
- receiving oral reports on how to detect abuse and neglect of children.
- the opportunity to ask questions and receive answers.

All written reports of child abuse or neglect by employees or volunteers of CLM will be kept in safe keeping by the president of CLM or his/her designee.

The parent(s) of any child and all children enrolled in CLM programs and activities will be informed of this policy in written materials that are routinely provided to parents when confirming reservations for such programs and activities.

## **ARRIVAL AND DEPARTURE PROCEDURES FOR RESIDENT CAMP**

Health Forms, Parental Permission Forms, and all financial payments should be recorded in the camp's Central Reservation Office four weeks prior to the camp session beginning. Campers arrive by Calumet charter bus / van or car between 2-3:30 p.m. Sunday afternoons. If paperwork is missing or changes need to be made they report to the registrar at the Administrative Office, otherwise they

go directly to their cabin or tent. By 5 p.m. any child who has not arrived is called at his or her home by the camp registrar. If no answer, the person who is listed as an emergency contact is called. Late arrivals go to the Administrative Office and their Unit Leader or counselor is found and they bring them to their cabin or tent group.

Campers' departure is between 9-11:30 on Saturday mornings by Calumet charter bus / van or car. Counselors sign-out each camper only to the person indicated on the Parental Pick-up form and that person only must sign the form. (If the person previously indicated needs to be changed that change is made in writing by mail or fax – no phone calls allowed for authorization.) If a camper does not recognize the person picking them up or if a camper shows fear the staff person should immediately bring this to the attention of the Camp Director. Any camper not picked up by 12 noon is reported to the Administrative Office and the registrar makes the necessary phone calls to try to locate the parents.

### **ARRIVAL AND DEPARTURE PROCEDURES FOR DAY CAMP**

- There will be, for each day of the program, a list compiled of all campers, volunteers, and staff expected to participate in the program for that day.
- In order to be enrolled for any day's program, there must be on file for each camper:
  - Properly completed registration form
  - Properly completed health form
  - Properly completed pick-up authorization form
  - Orders for medication forms if the camper requires medications dispensed by the camp nurse
- An adult staff person will be assigned to check in every camper, volunteer, and staff person who is present, at the beginning of each day's activities.
- Parents will be contacted within one hour of the stated beginning of the day's program if a camper who is expected to participate on that day has not yet arrived.
- Parents will be contacted immediately if a camper arrives who is not on the enrollment list for that day. Under no circumstances will a camper be allowed to participate when all the necessary forms, listed above, are not yet submitted.
- We will only release campers to persons authorized by their parents or guardians in writing. Any arrangements that are different from this initial authorization must be made ahead of time and must be in writing. Persons authorized must present appropriate identification.

### **TRANSFER OF RISK**

A considerable amount of risk to which Calumet or its operations are exposed is transferred. This is done by way of an insurance package currently-- arranged by Sobel Affiliates of Garden City, NY Underwriters and Brokers of Glen Allen, VA. This section presents an outline of the major features of this package. A file of insurance policies, binders, relevant correspondence, audit reports etc. is kept in the office of the Executive Director of Calumet. It is the practice of Calumet for the Executive Director to review the insurance plan on an annual basis for the purpose of ascertaining that:

- coverage is current in light of societal trends.
- changes in programs, numbers of participants, buildings, grounds, and equipment are fully reported and appropriate adjustments to insurance coverage are arranged.
- premium rates are reviewed. Is it still worth paying the premium in order to transfer the risk?

Major changes in the situation at Calumet or in any of its operations should be reported to the insurance agency immediately, without waiting for annual review. Some examples would be:

- addition of names to the list of authorized drivers.
- addition or deletion of vehicles to be covered by the automobile policy.
- construction of new buildings.
- any incident involving harm or loss to an individual or property for which it is possible a claim can be made against Calumet, especially if that claim involves risk which the insurance plan intends to transfer. Examples might be serious accident, automobile accident, fire, loss of life, natural catastrophe, etc. if there is any question of whether or not an incident should be reported, report it.

It is the responsibility of the Executive Director to do all reporting to the insurance company. Any suggestions by a staff member or any other person should be reported to the Executive Director.

### **PET GUIDELINES**

*Permission to have a pet at camp must be made **in writing** to the Executive Director. The Executive Director may at any time change the decision to allow a pet to live at or visit camp.*

- Pet owners must provide documentation that their animal(s) is/are immunized.
- Pet owners must clean up after their pets.
- Pets should not be left unattended for long periods of time.
- Noisy pets, such as barking dogs, are not welcome at Calumet.
- Pets are not allowed for any staff member who shares living quarters with others.



- Pets are not allowed in workspaces if a staff member working in that space is allergic to animal fur, is uncomfortable with the presence of a pet, or if the pet interferes with work being done.

When there are guests at Calumet the following additional guideline applies:

- Pets must be kept on a leash at all times

When there are no guests at Calumet, the following additional guidelines apply:

- Pets may be in living quarters and work spaces. The exception is that at no time are pets allowed in the dining room(s) or food preparation areas.
- Pets do not need to be on a leash.

## Risk Management for On-Camp Activity

During many programs of Calumet, activities revolve around Departments. These departments have Standard Operating Procedures that include risk management procedures and safety rules. These Standard Operating Procedures are on file at the Administration Office for these departments:

- Swimming
- Boating
- Arts and Crafts
- Field Sports
- Music and Dramatics
- Photography
- Nature

There are also procedures on file for the specific activities in the Adventure Course area known as Rob World. General guidelines are as follows:

**Rob World -- Calumet's Adventure Course:** The risks involved with the activities come from falling off events and using the events improperly. Our rules state that Rob World may only be used when under the direct supervision of a Calumet staff person who has been instructed on proper use of all activities. The Rob World area is roped off with a bright yellow rope and signs are hung from the rope that states "authorized use only". Rob World equipment is inspected annually for safety by a professional company that builds and inspects ropes courses.

**The Ossipee Lake Road** is potentially hazardous. The following procedures will be in place:

- In children and youth programs, campers must be accompanied and supervised by a counselor in order to cross the road.
- There will be 3 designated cross-walks established. Written materials provided to guests, maps, and general information will encourage use of the crosswalks and discourage walking along the road.
- When walking on the road is the only option, always walk facing traffic.
- Pedestrian signs will warn motorists of the crosswalks.
- At each end of the road, where it bisects the camp property line, pedestrian signs will be equipped with blinking yellow caution lights. They will be kept in good repair and operable at all times.
- Guardrails and/or trees will line the roadway in order to keep vehicles from entering fields and playing areas.

**Visitors to Calumet during children's camp programs:** It is the policy of Calumet that all visitors will report directly to the Administrative Office. At the time of securing permission to be on Calumet property, the visitor will be signed into the visitor log, given a visitor's badge, and assigned a staff person to give a tour of Calumet. No visitors are allowed within the bounds of children's camp between the hours of 9:00 p.m.-7:00 a.m.

Staff members are encouraged to be polite, courteous, and helpful to all persons who are visiting camp. Unfamiliar persons who are not accompanied by a staff person should be courteously confronted and accompanied to the Administrative Office. Visitors who refuse to report to the Administrative Office should be reported immediately to the camp director or whomever is in charge of camp operations at the time.

In the event of unauthorized visitors or intruders, camp staff should keep in mind that safety of our campers is always the first priority and that all persons should be treated with courtesy to the extent that it is possible. Physical or violent confrontations should be avoided, and local law enforcement officials will be called when intruders are uncooperative.

During enrollment and departure periods, it is extremely difficult to enforce the above procedures. Therefore, it is especially important during these times for counselors to maintain direct supervision for the campers for whom they are responsible.

### FIRE DRILL PROCEDURES

**GENERAL RULE:** Your first responsibility is to make sure your campers are safe and supervised by a staff person. This supersedes any other assignment, including a Fire Department assignment.

*When a recurring series of 3 short blasts is sounded:*

- All campers assemble with the counselor in charge of the group in which you are participating. The preferred safety area is the beach; go there immediately, unless the direct route is unsafe, in which case, go to the road.
- At times when campers are between supervised periods or in free period, they should go immediately to the beach or the road (as above), joining with counselors who they may meet on the way. When at the beach, join immediately with a group being supervised by a counselor.
- If in a building, all persons will chant, "WALK, WALK, WALK, . . ." in order to reduce the possibility of panic and as a reminder to walk in an orderly fashion.

*When in the assembly area:*

- Counselors must check campers they are responsible for at the time of the drill.
- Line up in a double line and prepare to abandon area by walking away from the fire, to safety.
- Report absent campers immediately to the Program Director or the Camp Director.

*End of fire drill will be indicated by ringing the camp bell.*

## **WATERFRONT PROCEDURES**

Ossipee Lake is used throughout the year for a variety of recreational activities. Swimming and boating are the primary activities in the spring, summer and fall. During the winter, skating, cross-country skiing, and hiking out onto the frozen lake are the predominant activities. Following the established procedures for the waterfront is the best way to minimize the risks on the waterfront. Here is a review of those procedures with emergency procedure information for individual situations.

### SWIMMING

*Resident Camp Beach for summer camp program and Day Camp:*

- This is the designated swimming area for summer camp participants
- Swimming is done here only at times approved by the waterfront director or designee when appropriate lifeguards are on duty. There will be a minimum of at least one lifeguard for every 25 swimmers.
- The tag-board system is used to account for people in this area, whether in the water or on the beach.
- Occasionally, the overflow swimming area to the east (left) of the roped off swimming area will be used for some program swimming activity (such as jumping in the lake for a quick "get wet" time as part of a game like "Sasquach"). Any such activity should be approved by the waterfront director to insure that the appropriate number of lifeguards are on duty for the activity.
- All swimming department rules will be followed.

## **SWIMMING DEPARTMENT RULES**

*Communication Procedures:*

- 1 whistle blast – gain attention of swimmer or another guard
  - 2 whistle blasts – buddy check
  - 3 whistle blasts – exit water immediately
  - series of short whistle blasts – guard needs assistance
  - series of short air horn blasts – camp wide alert to begin search and recovery procedures
1. **NO ONE** is allowed on the waterfront without a lifeguard on duty.
  2. Everyone entering the waterfront area must use the Tagboard system. A lifeguard will instruct you. Do not take the tags off the waterfront area or get them wet.
  3. **NO SWIMMING ALONE!**
  4. Free swim; everyone must observe the "Buddy System" along with the Tagboard system. Buddy system: choose a partner of equal or lower swimming ability and stay with her/him at all times. Must swim in the lower swimmer's area.
  5. Everyone must obey the lifeguards and the Whistle System.
    - ONE BLOW: attention, quiet
    - TWO BLOWS: Buddy check
    - THREE BLOWS: Everyone out of the water
  6. Everyone will take a swimming ability test given by the Swimming Director before using the swimming area.
  7. Waterfront equipment and lifesaving devices are for use by authorized personnel only.
  8. When in the water, everyone must stay within her/his assigned area which is marked by the orange float lines. NO pulling at, stepping onto, or diving under or over the float lines unless instructed to do so.
  9. No swimming under docks or floats, use ladders.
  10. No gum-chewing on the waterfront.
  11. No running, wrestling, pushing, dunking, throwing sand, or other horseplay in or around the waterfront.
  12. Everyone must wear some kind of foot-covering to the waterfront.
  13. No more than 8 persons on a raft, including the lifeguard.
  14. Never go over or under the guidelines on the beach.
  15. No back dives or cannonballs off the dock or rafts.

*Family Camp Beach for guests staying at Calumet*

- Swimming is to be done during daylight hours only.
- During summer months, daily lifeguard hours are 7:00 am to dusk on Monday through Saturday and sunrise (except during church) to sunset on Sunday through the summer program.
- During the spring and fall seasons, swim at your own risk. Children under 18 must be supervised by an adult.
- Under no circumstances may anyone ever swim alone.
- All Family Camp beach rules shall be followed.
- One lifeguard per 25 swimmers.

*Urban Day Camp*

- All swimming areas should be examined before each use to make sure that it's in a clean and safe condition, free from rocks, holes, and other hidden dangers. The lifeguard in charge shall not allow swimming in any area not deemed to be clean and safe.

- If you are using a facility that does not have a defined swimming area, it is the responsibility of the head lifeguard to define an area. The counselors (even if they are not lifeguards) will create a box in the water. There should be at least two counselors at the back of the box and at least one counselor on each side. The box should be no deeper than chest level on the counselors at the back of the box.
- When swimming at an area providing its own lifeguard, the camp director and at least one lifeguard shall introduce the day camp program staff and lifeguards to the area's lifeguard on duty. Make sure you understand any rules of that area, and indicate your support of those rules and cooperation with the lifeguard.
- Make sure if you are at a State Park and you plan on swimming that you first find out more about the waterfront before use. Always find out if there is a state lifeguard, introduce yourself. Each and every person with LGT should meet with the State park Lifeguard(s). Tell the State Park Lifeguard your purpose for being at the waterfront and ask for any helpful hints they may have about the waterfront (i.e. currents, drop-off points). Be aware of the State Park's rules and the rules that the State Park lifeguards follow (i.e. some waterfronts do not permit other lifeguards to use whistles, or wear red bathing suits, etc. Things like this are good to know).
- At the first swimming session for each camper, a determination shall be made of each camper's swimming ability. Campers shall be confined to swimming areas consistent with the limits of their swimming skills or to swimming areas requiring lesser skills than those for which they have been classified.
- Each swimmer shall have a "buddy" before entering the water, and the "buddy" system shall be enforced by the lifeguards.
- Lifeguards are persons who hold current American Red Cross certificates in Lifeguard Training, CPR, and First Aid, or their equivalent. There shall be a minimum of 2 lifeguards.
- There must be one lifeguard on duty for every 25 swimmers. Swimmers are any persons related to the day camp who are in, adjacent to, or near the water or pool or swimming area. Even those that are non-LGT can at least serve as another set of eyes to watch the water.
- There shall be a minimum 1:10 staff to camper ratio maintained at all times.

*Spring and Fall seasons for retreat programs and Environmental Education programs:*

- ◆ Guests swim at their own risk. On Saturdays, Calumet will often provide a lifeguard during designated hours at the Campground Beach.
- ◆ Exception: Lifeguards must be present when youth groups are swimming.
- ◆ No swimming at night.
- ◆ No swimming alone.
- ◆ All parents must accompany children under the age of 18.
- ◆ A buddy system will be used with Youth Groups.
- ◆ Swimming is only allowed within the Campground swimming area lines.
- ◆ One lifeguard per 25 swimmers

Emergencies: Call emergency phone 603-848-4772. Send someone from the beach to get help from staff, who can most likely be found in the Reservation Office or Conference Center kitchen.

*Swimming Safety Orientation*

- Discuss basic safety rules while swimming at Calumet.
  1. No swimming at night.
  2. No swimming alone.
  3. Children under 18 must be accompanied by an adult.
  4. Waterfront equipment and lifesaving devices are for use by authorized personnel only.
  5. No swimming under rafts, use ladders.
  6. No running, wrestling, pushing, dunking, throwing sand, or other horseplay in or around the waterfront.
  7. Everyone must wear some kind of foot covering to the waterfront.
  8. No more than 8 people are allowed on the raft, including the lifeguard.
  9. No back dives or cannonballs-off raft.
  10. Swimming is only allowed within the campground swimming area lines.
  11. No swimming in river past the tree line.
- Demonstrate and discuss the whistle system.
  - One Blow: Attention, quiet
  - Two Blows. Buddy Check
  - Three Blows: Everyone out of the water
- The ratio of swimmers to a lifeguard is 25.
- For youth groups a buddy system will be used.

**EXPECTATIONS FOR LIFEGUARDS AT CAMPGROUND BEACH**

- Enforce all rules of the Campground Beach area.
- Easily recognizable as the lifeguard.
- If two guards are on duty: One in chair, one on the raft.
- Be alert throughout entire time on duty (eyes up, scanning the swimming area).
- NO radios of any kind are allowed during time on duty.

- Take all necessary precautions to maintain comfort and effective guarding (available body coverings for yourself, water jug, sunscreen, etc.)
- In case of rain, one may sit on the Staff House porch unless there are swimmers in the area (in which case, the guard must stay on duty).
- During the time between sunrise and sunset, a guard must be on duty at all times, unless the beach has been closed. If a guard is going off duty during these hours, it is his or her responsibility to stay until relieved.
- When the lifeguard goes off duty at sunset, the lifeguard must announce that they are leaving, and make sure that the water is clear.
- Guard in chair at all times.
- Exercise good judgment!
- Emergencies:
  1. Use walkie talkie to request help.
  2. A series of short blasts from air horn.
  3. Send help to either Administration Office or Reservation Office to request help from other staff or Rescue Squad.
  4. Go to assistance of the person experiencing the emergency.

## LOST SWIMMER

- A long series of short blast with the air horn will signal a lost swimmer.
- After making sure their campers are being watched, all available LGTs will report to the swimming area to begin diving.
- The Family Camp lifeguard will clear their swimming area before reporting to the resident camp beach to participate in the dive.
- All campers and non-LGT staff will report to their last activity period they were in. During or at the end of free period, all non-LGT staff and all campers will report to their cabins or tents.
- A swimming staff member will report to the Director's office with the name of the camper.
- The office will notify the infirmary and a nurse will report to the beach.
- If after ten minutes the office is not notified that the camper has been found safe and sound they will call the Rescue Squad.
- The dive will be directed by the Waterfront Director, Swimming DH, Boating DH, or other person appointed by the Waterfront Director.
- Beach will be clear of all non-essential personnel during the emergency.
- All staff involved in the search will line up along the beach an arms' length apart.
- The staff will slowly walk until they have reached chest deep water.
- The people who are lined up along the dock will look under the sides of the dock and sweep the underside of the dock with their hands.
- Once people have reached the cross section of the dock, or chest-deep water, they will begin surface diving in the following manner; head-first surface dive straight to the bottom, 2 strokes along the bottom (making sure to sweep hands back and forth), surface straight up and take one stroke back.
- Once they have reached the surface, they will line up with the two end divers.
- They will verbally check to their left and to their right to make sure all guards are alert and safe, and reply to the people next to them with a "yes" or "no" answer.
- When they spot the victim they will tell each person to the left and right, and all three will proceed by diving and retrieving the victim together. They will bring the victim to the surface and proceed to the beach. CPR will be administered under the direction of the camp nurse.
- If at any time a diver feels tired and cannot continue they will raise their hand and any additional staff will take their place under the direction of the person directing the dive.
- Four people will be chosen during staff week to be responsible for checking underneath the rafts. These people will confirm that they do not have concurrent days off, and will select a mask and set of flippers that will be set aside in the swim box. When the dive takes place, these people will proceed out to the rafts and begin checking underneath them immediately.
- While the water search is in progress, certain people will be in charge of the land search.
- The Unit Leaders will report to the swimming section and, upon learning the name and cabin of the camper, they will search all cabins, tents, and bathrooms. The Unit Leaders of Units 1 and 2 will search from Staff House to the far end of the Dining Hall. Units 3 and 4 will search from Boys' Junior End to the road. Yellows will search Yellows.
- The Program Director of Units will coordinate this search.
- The Program Directors of Departments and Trainers will search all departments. They will check the master department list to determine which department the camper is supposed to be in, and will begin their search with that department. In the event that the camper is not in that department, they will search all other departments.
- The ringing of the camp bell will signal the end of the dive.
- In the event that a dive were to take place in the Family Camp Beach, all LGTs would report to the Resident Camp Swim Section and would then be directed to the Family Camp Beach. All other dive procedures would remain the same. The Unit Leaders and Program Directors would be given new search areas as well.

## *Lost Swimmer: Urban Day Camps*

Local regulations overrule Calumet policy. If the facility that you are swimming at has their own emergency action plan, then all Calumet LGTs should not interfere with such operations. They should instead assist in such operations if asked to do so. If the facility does not have an emergency action plan, then use the following procedure:

- The dive will be similar to the dive procedure at the resident camp beach at Calumet, but on a smaller scale. The head lifeguard will position him/herself in the middle of the line. Not only will the head lifeguard run commands (i.e. 1, 2, 3, dive), but will as well participate in the dive itself. In the actual line itself, all certified LGT individuals should be somewhat spread out among other non-LGT individuals.
- One person should notify the State Park lifeguard if a dive was to take place. Another non-LGT person should be sent to check places a camper could have gone to (i.e. bathroom).
- All campers should be instructed to exit the water and stay with the camp director who will take attendance.
- If camper is not located within 10 minutes, 911 should be notified.
- Search will continue until camper is found or if individuals are instructed by emergency personnel otherwise.
- It is important to check currents and relocate when an area has been thoroughly covered.

## **BOATING**

### **THREE CARDINAL RULES FOR SAFE BOATING**

1. Stay low in the boat
2. Keep the boat trim or balanced (don't overload)
3. Always stay with the boat

### **BOATING (not including pontoon boat rides):**

1. All boating must be done during daylight hours only.
2. Children under the age of 18 must be accompanied by an adult while boating or be participating in a boating activity under the supervision of a trained Calumet staff person.
3. Boats must be signed out upon departure, leaving this information:
  - boat number being taken
  - names of people in the boat
  - destination of trip
  - time of departure
  - expected time of return
4. The sign-out location for resident summer camp activities is at the boat house. The sign-out location for Family Camp kayaks is at the lifeguard chair on the Family Camp Beach. The sign-out location during the spring and fall seasons is at the boat house.
5. Permission for use of any boats in the resident camp program must be obtained from the boating department head prior to use of the boats.
6. Family Camp guests may reserve canoes/kayaks in advance at the lifeguard chair.
7. During the spring and fall seasons, family and adult guests have permission to use the boats at their discretion during daylight hours. Youth groups must obtain a canoe safety orientation from a designated staff person and a LGT lifeguard, approved by the Camp Director, must accompany the youth group for any boating activities. Funiyak use is not allowed in spring and fall.
8. All persons in a Calumet boat must wear a lifejacket
9. A motor boat shall be available and in a working condition while any boating activities take place at any time of the year for the purpose of being a rescue craft in the event of an emergency.
10. In the event of an overturned boat on the water, the first authorized available boat driver to be found shall proceed immediately to the scene of the overturned boat with an appropriate rescue team and take whatever rescue action is required.
11. In the event that a boat has not returned when expected, consult the missing person procedure.

### **BOAT SAFETY ORIENTATION**

- Children under the age of 18 must be accompanied by an adult while boating or be participating in a boating activity under the supervision of a trained Calumet staff person.
- Make sure that everyone in the group knows that they must wear a lifejacket at all times while in a boat. Have everyone try on a lifejacket to check to make sure it's the right size and that they have it on properly. Tell them to never use lifejackets as cushions.
- Demonstrate how to properly take a canoe from the rack, choose a paddle, get into the canoe, and launch the canoe from shore.

*Review the three cardinal rules for safe boating.*

- A. Stay low in the boat
- B. Keep the boat trim
- C. Always stay with the boat

- Demonstrate basic paddling strokes for the group. Tell them never to stick a paddle in the sand.
- Show the group how to properly come to shore and get out of the canoes. Show them how to rack the boats and put away equipment.
- Discuss basic safety concerns to be aware of on Lake Ossipee.
  - A. Stay close to shore
  - B. Watch the winds

- C. No horseplay in or on the boats
- D. Stay away from swimming areas and fire-fighting equipment.
- Show them how to sign out on the boating sign-out sheet. Boats must be signed out upon departure, leaving this information:
  - Boat number being taken
  - Names of people in the boat
  - Destination of trip
  - Time of departure
  - Expected time of return

## **BIKE HELMETS**

**New Hampshire state law requires all riders, 16-years-old and younger to wear helmets. We highly recommend all guests wear a helmet while riding. Helmets are required for everyone in Resident Camp. Helmets will be available for rent during the camp store hours. We also ask that bike riders observe the camp-wide speed limit of 5 mph. When riding your bike after dark, you must have a light attached to your bike.**

## **Canoe/Kayak Rental Rules and Procedures**

**To make sure that your boating experience here at Calumet is a safe and enjoyable one, we ask that you read the following rules and procedures about boating and sign this paper before heading out on your adventure.**

1. *Children under the age of 18 must be accompanied by an adult while boating.*
2. *All persons in a Calumet canoe must wear a lifejacket.* You should choose a lifejacket to fit your weight. The lifejackets are as follows:
  - Child: 30-50 lbs.
  - Small: under 90 lbs.
  - Large: over 90 lbs.
3. *Canoe Paddles* should be the proper length. To measure your paddle, stick one end on your foot and the other should be between your chin and your forehead. *Kayak Paddles* are universal length.
4. *Guidelines as follows:*
  - A. Never stick the blade of the paddle in the sand.
  - B. Never use a lifejacket as a cushion.
  - C. Keep away from the swimming areas, fire-fighting equipment and boat moorings.
  - D. All canoes must stay together.
5. *Three cardinal rules for safe boating are:*
  - A. Stay low in the boat. Never stand up.
  - B. Keep the boat trim and balanced. No more than 4 in a canoe. No sudden movements.
  - C. Always stay with the boat.
6. *Boarding the canoe:* The back of the canoe should be on the shore with the person that is steering the canoe straddling the end to hold is steady. One person at a time enters the canoe from the back slowly while staying low, and continues until they reach their seat in the front. If there are more than 2 people, they should sit or kneel on the floor of the canoe. Never sit on the bars.
7. *Disembarking from the canoe:* Once the canoe reaches shore, the front person on shore gets out and straddles the canoe holding it steady. The other passengers climb out of the canoe one at a time starting from the front closest to the shore, staying low and moving slowly. No one should exit the boat from the back or from the side.
8. *Boarding Kayaks:* The kayak should be mostly in the water with enough of one end on the beach to keep it from floating away. Enter the kayak from the side, pushing off of the sand with a foot or a paddle.
9. *Disembarking the kayak:* An easy way to get out of the kayak is to paddle to the shore, turn so the kayak is parallel to the beach, just touching the sand. Then just climb out.
10. *Self Rescue:* If your boat capsizes, have all swimmers go underneath the overturned boat, lift up and flip it over. Have one person at a time climb back into the boat.
11. *Before Departing:* you must sign out on the “Canoe/Kayak Rental Sign-out” leaving the following information”
  - A. Boat number taken.
  - B. Names of people in boat and camp site or room number
  - C. Time of departure and expected time of return.
  - D. Destination of trip: Please indicate what shore line you will be heading towards. This is very important. In case of an emergency we need to be able to locate you on the lake.
12. *Location of Equipment:* paddles and lifejackets are found at the shed located to the left of the porta potties. Please return all equipment.
13. *Weather and Lake Ossipee Precautions:*
  - Stay close to shore
  - Watch the winds (if the water is really rough and windy we advise that you not go out)
  - Watch for sudden changes in the weather, such as dark clouds, thunder and/or heavy downpours.

When you return from your trip please make sure to sign back in at the lifeguard chair so that we know you have returned. Thank you for your cooperation.

I have read and understand the rules and procedures written above, and will abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

### **BOATING DEPARTMENT RULES**

1. No swimming or wading in the boating area.
2. Always wear a lifejacket when boating.
3. Be courteous! Watch out for other boats.
4. Do not go beyond the boating area boundaries (the boating area extends from the west end of the boat dock to the swimming area and out to the sailboats).
5. Be neat! Return paddles and lifejackets to the proper place.
6. Never use lifejackets as cushions.
7. Never put a paddle in the sand.
8. Do not dig in the sand.
9. Campers are not allowed on the boat docks unless authorized by the boating department.
10. Campers are not allowed on the boat tower.
11. Keep away from the fire-fighting equipment.
12. Everyone must wear some kind of foot covering to the waterfront.
13. It is recommended that campers wear appropriate footwear when boating.
14. No boating after sunset or before sunrise.
15. You must sign out the boat with an authorized staff person.

### **PROCEDURES FOR CANOE TRIPS**

1. The trip leader is in charge of the overall management of the trip, as well as individual and group discipline. If the trip leader and LGT for the trip are two different people, the trip leader is responsible for supporting all instructions and decisions of the LGT in regard to aquatic safety.
2. The trip leader should always keep the group close enough so that everyone is always within earshot of each other, especially the trip leader and LGT.
3. On the lake: if the trip leader and LGT is the same person, the trip leader/LGT should place the other staff person in the lead canoe and the trip leader/LGT should be in the sweep canoe; if the trip leader and LGT are different persons, the trip leader is in the lead canoe and the LGT in the sweep canoe. The rule to be enforced is that no canoe goes ahead of the lead canoe or falls behind the sweep canoe; all canoes stay in earshot of one another. Whenever the weather, waves, inability of trip participants, or failure to maintain discipline create a situation in which this rule cannot be maintained, the trip leader should bring all canoes into shore; the trip should not resume until this rule can be observed; or camp should be contacted so help can be provided.
4. All canoes should stay within 200 yards of the shoreline at all times.
5. Before leaving camp, a trip itinerary roster should be left on the itinerary board at the Administrative Office. The roster should list the exact names of which persons are in which canoes.
6. If the trip leader and/or LGT have any question or concern regarding weather and/or any other condition, advice and consultation should be sought from one of the camp directors.
7. Life jackets (PFDs) must be worn at all times that the canoes are on the water.
8. The LGT makes sure the following equipment is aboard his or her canoe: first aid kit, throw bag, whistle.
9. In the case of a retreat group or any other group with a trip leader who is not a Calumet staff member, the LGT assigned to the trip is responsible for meeting before the trip with the trip leader to discuss these procedures. Any questions or concerns following this meeting should be brought to a camp director.

### **SWIMMING ON TRIPS**

*These things should be enforced while swimming off Calumet grounds:*

1. There must be a certified current lifeguard on duty for every ten kids.
2. Non-lifeguards should be present and serve as an extra set of eyes and help the lifeguard any way possible.
3. A defined area must be set, and checked and free of glass, debris and other dangerous objects.
4. Kids should have a buddy that they swim with.
5. It is more of a wading than swimming.
6. No one should be in the water higher than their chest.
7. No one should swim if there is a strong current present in the water.

*If by chance a swimmer is lost:*

1. All campers should exit water immediately and wait on the shore.
2. Staff members and any other bystanders shall make a line with the lifeguards spread out and one in the middle to perform the search. It will be carried out just like a Calumet dive (i.e. 1, 2, 3, dive).
3. If the person is not found after ten minutes procedures for getting help should be enforced.
4. The search will continue until camper is found, search people become unsafe, or instructed otherwise by higher emergency personnel.
5. It is important to check currents and relocate when an area has been thoroughly searched.



## PONTOON BOAT INFORMATION

Sign up at lifeguard chair to secure Pontoon Boat availability.

Sign out key from Administrative Office. On way to boat be sure to have one lifejacket per passenger from the boating department.

1. Make sure the cooling water intake is submerged.
2. Check gas tank, it should be at least half-full.
3. Put key in ignition and press inward a few times to choke the engine. The engine will not start from cold if you do not do this and the red emergency kill chain is not in place.
4. Throttle should be in neutral, DO NOT ADVANCE THE NEUTRAL FAST IDLE SPEED FEATURE ON THE THROTTLE LEVER turnkey, start engine. Untie painters and throw them into boat, pull up the bumper buoys.
5. If engine does not start in 10 seconds stop turning key and wait 30 seconds and try again.
6. After the engine starts check for steady stream of water coming from the engine.
7. Pull out from the dock in reverse slowly until you have cleared FC swim area, be cautious of FC boats and wind conditions.
8. Shift Throttle forward into gear and continue slowly into the lake, once you are a safe distance from the Swimming and Boating areas you may proceed about the lake at a cruising speed of NO MORE THAN 2500 RPM. (This boat is special, treat it that way) Be sure weight is balanced in the boat.
  - For emergencies i.e. storm, breakdown, other. There is a radio in the glove compartment. Notify camp of your situation on channel 1.
9. When returning to dock, maintain a slow speed, put bumpers in the water, and have someone prepared to get on the dock and secure the painters. To slow the boat at the dock, put the throttle in reverse. Turn off lights, wipe down seats, and SWEEP very well. Bring empty gas containers to the maintenance building.
10. Return lifejackets to boating and keys to the office, remember to sign in.
11. If the boat starts beeping, turn off and use radio to call for help.

When shifting the pontoon boat.

1. Your outboard has three gears, forward, Neutral (out of gear) and reverse.
2. When shifting always stop in neutral and allow engine to idle down.
3. Always shift outboard into gear in one swift motion then slowly increase speed

## THINGS TO REMEMBER

Maximum Capacity is noted on boat dashboard and should never be exceeded

No swimming

Commercial boater's license must be on board in Glove Box

Have a whistle

Passengers must be seated when boat is in motion

Close all gates while boat is in motion

Kids 12 years old and younger must wear life jacket

For persons in wheelchairs, remove seat belts or ties while on board. Must wear seat belts.

If weather becomes severe, come right back to camp.

Ensure there is a working radio or cell phone on the boat.

## CHECKLIST FOR RESCUE BOAT DRIVERS

Rescue 1: Cold Start

- Turn on blower for 4 minutes.
- Check engine cover latches (left & right ~ make sure they're firmly in place) (flip switch down)
- Test bilge pump (right switch): Turn on and listen for motor; turn off (flip switch back up)
- Attach safety pin to button at left of ignition switch.
- Push button at base of throttle (on left) and hold down while pushing throttle forward to first catch/notch (1/3 forward)
- Insert key into ignition switch. Turn to "on" position. Listen for beeps/tones/honks.
  - 1 single, short tone: system check ok
  - 1 continuous tone: engine overheat
  - series of short, rapid tones: oil pump malfunction:
    - operate at no more than headway speed (1500rpm).
    - turn off ASAP
  - Horn sounds every 40 seconds: low oil (1/4 tank or less)
  - Horn sounds every 20 seconds: low gas
- Push key in several times w/o removing key from ignition switch to prime tank/engine.
- Push key in and hold while attempting to start engine. Crank engine **no more** than 10 seconds.
- Once engine is started, return throttle to middle position. The throttle is now out of neutral.

Use normally:

⇒ forward throttle = forward

⇒ backward throttle = go in reverse

- To turn off: put throttle in middle position. Turn key to "off".

- Emergency stop: yank lanyard/remove safety pin attached to button at left of ignition switch.
- Oil tank: located beneath seats on left side.
  - unlatch engine cover on left and right side. Lift engine cover, then lift seat cover. Oil tank is on far right. To check, look from behind (through left section of engine compartment)
- Lifejackets on right side of engine compartment along with extra paddle and rescue tube.
- Lights: middle switch
  - ⇒ up = navigation lights on
  - ⇒ down = anchor lights on
  - ⇒ middle all lights off

#### Rescue 2: Cold Start

- Turn blower on for 4 minutes.
- Engage throttle to neutral and push all the way forward 3 times.
- Keep throttle in neutral; leave in 1/3 of power position.
- Turn key and give gas as appropriate to keep engine running.

### PERSONAL WATERCRAFT

- Personal Watercraft is defined as any watercraft which is powered by a motor and for one or two passengers. Jet Skis are an example of such craft. Due to the small boat launching area and number of Calumet guests who are not watercraft users, these watercraft are not permitted at Calumet.

### EMERGENCY PROCEDURES

In the event of an emergency situation, the Calumet staff will be required to provide strong leadership. By using common sense and by following established camp procedures, emergency situations will not get out of control. In the event of an emergency, our staff's response should be swift, appropriate, and well thought out. In any type of emergency, the number one priority is people's safety. We need to make sure that any people that may be involved in an emergency situation or are in danger of becoming involved in an emergency situation are safe and out of harm's way.

The Camp Director should always be informed of all emergency situations that take place at Calumet at the first moment it is appropriate to do so. There will be times when the Camp Director is on the camp property and can be immediately informed and take charge of the situation. There will be other times when the Camp Director will not be present on the camp property during an emergency. In those instances, it is the responsibility of the person in charge of camp to use good judgment in determining how quickly the Camp Director should be notified of the situation. The severity of the emergency and the availability of the Camp Director will be determining factors in that decision.

In an effort to prepare for possible emergency situations, the following guidelines are presented:

### PHYSICAL PLANT EMERGENCIES

The person in charge of camp should be notified immediately. That person should make a personal assessment of the situation with the Maintenance Director to determine the course of action required to restore the situation to normal as soon as possible. If guests are present in any facilities involved, their safety, security, comfort and convenience will be taken into consideration in the course of action. If the person in charge of camp is not the Camp Director, the Camp Director should be notified as soon as it is practical to do so.

These kinds of emergencies may include, but are not limited to, the following:

- no water at a usual water location
- broken water pipe
- water will not go down the drain or toilets will not flush
- flooded building or area of camp
- no power to a room or building
- heat not working in a building
- phone lines dead
- broken window or any significant damage to any camp facility
- wind damage, fallen trees, etc.

DOWNED POWER LINES: Keep people away and at a safe distance from the downed lines. If the line is one of the camp lines, the power to that line should be immediately shut off and the Maintenance Director or electrician notified. If it is a Public Service wire, contact Public Service immediately.

PROPANE GAS LEAK OR RUPTURED GAS LINE: Evacuate people from the building and immediate area as quickly and calmly as possible. Shut off the gas supply at the tank. Open all doors and windows in the affected area to get fresh air in and the leaking gas

out. DO NOT LIGHT ANY MATCHES OR TURN ON ANY LIGHT OR ELECTRICAL APPLIANCES AS IT HAS THE POTENTIAL TO CAUSE AN EXPLOSION. Contact the gas company for repairs.

### **FIRE (non-summer)**

In the event of a fire, Conf. Center and Village Cabin guests will meet in the guest parking lot; Retreat Lodge and Sr. End Cabin guests will meet in the Staff Lounge clearing; Staff House & Jr End Cabin guests meet on the beach by the boathouse. A list of program participants will be faxed (539-5343) from the CRO to the Administration Office each time there is a changeover of guests. This list can be found on the fax machine or hung on the vehicle sign-out wall and should be used as a checklist to account for all guests.

### **SEVERE WEATHER EMERGENCIES**

Thunder and lightning (summer)

Administrative Office is the central place for communication of all necessary information. If the Administrative Office cannot be used for some reason the secondary place would be the Reservation Office.

- At the first sign of thunder and/or lightning, all staff and campers should seek shelter immediately in any covered building or structure.
- During departments, department heads are responsible for gathering their campers at a pre-determined location (rain locations). Attendance must be taken.
- At all other times, it is the responsibility of the cabin/tent counselors to get their campers to a safe location.
- Department heads and Unit leaders report to the closest building with campers to help provide supervision and to account for campers.
- Counselors will be notified if any further action needs to be taken. This would usually be done by the person or persons checking areas of camp in one of the vehicles. This person will have the most up-to-date information available from the person in charge of camp.
- The person in charge of camp will be located in the Administrative Office or a person in the office will be able to get in touch with that person. That person will usually be the camp director in charge of camp and will have all information funneled through him or her.
- No one should leave shelter until the weather has passed. This will be signified by long bell ringing
- Staff person may be asked to drive around camp to check buildings and camper safety.
- Staff will be informed of locations they must report to (dining hall, Luther hall, barns, etc) if storms are more severe (hail, high wind, hurricane, etc) than thunder and lightning.
- During severe weather, Calumet Day Camp will “sit out the storm” in either Luther Hall or the upstairs room of the Family Camping Barn. The Program Director or other person in a supervisory position will decide the location.

### **LOST OR MISSING PERSON EMERGENCY (NON-SUMMER)**

Search procedures for a person who is lost or missing, whether it be hiking on camp trails, on skis using some of the cross-country ski trails, or in a boat on the lake.

1. Establish the last known location of the person and what time that was.
2. If possible, determine in which direction the person may have been headed and any plans they may have had. Did they hike or ski down any particular trail and how long did they expect to be gone?
3. Establish an accurate description of the missing person including what he/she was wearing.
4. Notify camp director or person in charge of camp while doing the above.
5. Organize a search of the immediate camp area. Be sure to check:
  - All quarters used by the group of the missing person
  - The bathrooms and showers in the area of guest's quarters.
  - Are any of the group's vehicles missing? Could the person have returned unnoticed and have left camp in one of the groups' vehicles?
  - All buildings and areas of the camp.
  - Ask members of other groups that may be at camp if they have seen the missing person since the time they have been reported missing.
6. Organize a search of a broader area.
  - Establish a command post that all parties will report to.
  - Search parties should be familiar with the areas they are to be searching.
  - Search parties should consist of at least 2 people.
  - Search parties should check back in with the command post at specific time intervals determined by the person in charge of the search.
  - Areas to be covered by search should include:
    - a) East on the Ossiipee Lake Road to Rte. 153 by car checking all side roads. Then check Rte. 153 south as far as Rte. 25 and as far north as the Madison/Freedom town line.
    - b) West on the Ossiipee Lake Road to Rte. 41 by car checking side roads. From the junction of Rte. 41 and the Ossiipee Lake Road, check Rte. 41 north as far as Rte. 113 and as far south as Rte. 16. Check Rte. 16 north for 5 miles and south for 5 miles. From West Ossiipee, check Rte. 25 west for 5 miles as well.

- c) If the missing person is on cross country skis, a check of the snowmobile trail system used for skiing can commence in both directions out of camp as well as around the shoreline of the frozen lake. Ask any snowmobilers encountered along the way if they have seen the missing person. A car can be sent to the foot of Silver Lake on East Shore Drive off Rte. 41. The snowmobile trail comes out at the boat launch area on East Shore Drive.
  - d) If searching the shoreline of Ossipee Lake by motor boat is appropriate and possible, that should be included in the search. If the lost or missing person is in a boat, search efforts will include steps 1 -4 in the above listed procedure. Then go to step 5-d, the motor boat search of the shoreline of Ossipee Lake.
6. If the above measures are to no avail within one hour from the first report, the local authorities should be notified for their assistance.

### **MEDICAL EMERGENCIES (FAMILY & ADULT OR NON-SUMMER)**

As a general rule, guests at Calumet are responsible for their own health and wellbeing. We do maintain basic first aid supplies and many of our staff are certified by the Red Cross in Standard First Aid and CPR. Should the need arise for those basic supplies and skills, they are available to our guests. Should the need for a higher level of attention be called for, we will do whatever we can to assist a guest to obtain appropriate medical attention. For example, we can direct them to the Emergency Room at Memorial Hospital and call ahead for them or we can direct them to Rite Aid Pharmacy to buy any medicine they may need.

All medical forms for campers enrolled in any Calumet program, including permission to treat forms, are kept at the Health Center under the supervision of the camp nurses. In the event of the need for such a form by a hospital or other health care official, Calumet will fax these forms to the appropriate place.

Under no circumstances should any of our staff dispense any kind of internal medication to a guest. Even if the request is for such things as aspirin, Tylenol, or cold relief medication, staff is not allowed to give anything out to a guest.

**MEDICAL EMERGENCIES REQUIRING AMBULANCE AND RESCUE SERVICES:** In the event of an injury, accident, illness, or other medical condition that requires an ambulance and its emergency medical services, here is the procedure that should be followed:

1. The person with the highest level of first-aid training should remain with the victim, giving the appropriate attention. The in-charge person will send a capable person to call for the ambulance.
2. When calling the ambulance, identify yourself and that you are calling from Camp Calumet on the Ossipee Lake Road in Freedom. You need to be able to tell the dispatcher these things about the victim:
  - what happened to the person
  - what condition the person is presently in
  - what help or first aid is being given
  - the phone number you are calling from.

Do not hang up on the dispatcher; let them be the one to disconnect the conversation.
3. The person in charge should send someone to the Ossipee Lake Road to help direct the ambulance in to the scene where they are needed.
4. Keep any onlookers out of the way of the emergency help.
5. Give any assistance the ambulance attendants require.

### **HEAT**

1. Heat exhaustion is a form of shock. Symptoms include:
  - pale clammy skin
  - rapid and weak pulse
  - possible dizziness and muscular cramps

*The person should be stretched out in a shady place, feet higher than head, and body covered with a blanket. Sweet hot tea, coffee, or cocoa will help.*
2. Heat cramps in the legs, arms, and abdomen are a sign that the body is losing more salt, in perspiration than taking in. Prevention and cure is to add liquid and salt. (salted water, 1 teaspoon salt per gallon of water). Tomato juice, grapefruit juice, sliced tomatoes can take a lot of salt without affecting the taste. Adding salt to food and drink will also help.
3. Sunstroke is seldom but serious - CALL A DOCTOR
  - flushed face
  - headache
  - pounding pulse
  - dry, hot skin

*Move patient to nearest shady and cool place and try to cool them off. SLOWLY take off most of their clothes. Sprinkle cold water on him/her. Use cold compresses on forehead, using ice if possible. Keep sponging with cold water. **Reduction of temperature crucial.***

⇒ Sunstroke and heat exhaustion are almost opposite in symptoms and treatment. Both are serious and sunstroke can be fatal if not treated promptly.

## **EMERGENCY PROCEDURES ON THE FROZEN LAKE (NON-SUMMER)**

1. Before groups are allowed onto the frozen lake, the ice thickness should be measured and at least 6 inches thick.
2. Occasionally, a stretch of warm weather or rain may weaken the ice in winter. Following such weather conditions, the ice should be evaluated to determine if it is in a safe enough condition for people to go on, regardless of the thickness of the ice.
3. The following equipment shall be accessible on the lakeside of the dining hall:
  - a ladder - for pushing out over the ice toward the person in the water. The length of the ladder will help to evenly distribute the weight.
  - a rowboat - for pushing onto the ice, with fairly even weight distribution. As you get close to the victim, should the ice continue to break, the boat will float in the water allowing you access to the victim.
  - a reaching pole - to help reach out the victim from a safe distance.
  - a ring buoy on a length of rope tied on to it - allows you to throw it to the victim from a safe distance so they can grab on to it. There will also be available and accessible in the cottage, a supply of blankets for use in this situation.
4. In the event that someone falls through the ice, before attempting any kind of rescue, make sure that you are not putting yourself in any danger of falling into the water as well. If there is anyone with you, send that person for the help of others. Utilize the emergency equipment in the most reasonable fashion to help the person in the water.
  - If you can reach the person from shore with the reaching pole, ring buoy, or ladder, do so.
  - If you have to get to the victim over the ice, the main thing to keep in mind is to keep your weight evenly distributed over the ice. This is where the rowboat may be of some help. If the ice does break further, the boat can float.
5. If you can get the person out of the water, get them into a warm place as soon as possible. The cottage is the closest heated building to the lake and has a supply of blankets available. Get the person out of the wet clothes as soon as possible, treat for severe hypothermia, and seek appropriate medical and rescue assistance.
6. If you are unable to rescue the person, immediately call the Rescue Squad for their assistance in the situation. Follow the procedures listed in the section on "MEDICAL EMERGENCIES REQUIRING AMBULANCE AND RESCUE SERVICES". Get some piece of the rescue equipment out to the person for them to hold onto until help arrives.

## **FROSTBITE (NON-SUMMER)**

Frostbite occurs when specific tissue is damaged as a result of exposure to extreme cold. Injuries can become quite severe depending on how cold the tissue gets. The severity of these injuries can be divided into three basic categories: frostnip, superficial frostbite, and deep frostbite.

Frostnip occurs when the skin is pale and numb, and cold to touch but still soft and pliable. It is the initial stage of the injury.

Superficial frostbite occurs when the tissues become damaged by the cold (ice crystals form between the cells). The skin will become pale, numb, and soft and will dent when you push on it.

Both stages should be treated by skin-to-skin rewarming- cold area to warm skin (ie armpit, warm stomach). **COLD TISSUE SHOULD NOT BE MASSAGED OR PLACED NEAR A HEAT SOURCE**, both may increase damage.

A large fluid-filled blister, called a "bleb", will sometimes form when superficial frostbite is rewarmed. If this is the case, **DO NOT POP THE BLISTER!** The area should be insulated with dry material to prevent refreezing.

If superficial frostbite is not given careful attention, it can progress to deep frostbite. This can be recognized because the damaged area becomes frozen. Deep frostbite is extremely painful when rewarmed. Deeply frostbitten feet, once rewarmed, may prevent the person from walking. In this case, it is better to insulate the area to prevent further freezing rather than trying to rewarm.

### ***Prevention***

Yes, frostbite is preventable. There are a couple of rules regarding the prevention of frostbite:

1. Have the proper clothing for the environment you are going into and know how to use it. Ideal clothing will insulate even if wet. Bring extra clothing if you do get wet.
2. Pay attention to your body. The moment you notice a cold or numb area, rewarm it. Stay well-hydrated and eat often.

*Adapted from "Medicine for the Backcountry" by Buck Tilton M.S. and Frank Hubbell D.O.*

## **SITUATIONS DEALING WITH AUTHORITIES, PRESS, AND OUTSIDE AGENCIES**

If ever there is a situation at camp that calls for dealing with local authorities, the press, or any outside agency, the Executive Director or a Camp Director in the absence and unavailability of the Executive Director are the only staff authorized to deal with them. All other staff are required not to say anything about the situation, but should direct all questions to the Executive Director. The reason for this policy is so that all information that comes out of Calumet is appropriate, consistent, and accurate.

In the event of a death or limb threatening accident at Calumet, or some other extreme situation, the Executive Director will notify the following people in the order listed.

1. Next of Kin
2. The Bishop of the New England Synod or the highest ranking Synod official that can be reached.

It is only after these people have been contacted that dealing with any media or press may take place.

## **Risk Management Procedures for Off-Camp Activity**

Calumet makes use of backpacking, bike hiking, and canoe camping as resources for programs that will support our mission. Most of these activities take place away from camp property. Also included in this type of activity is any arrangement whereby campers are brought to or from camp on charter coaches, vans, etc.

### *Some general considerations:*

- A roster of all campers and staff is to be maintained by the trip leader, identical to the accurate roster maintained at the Administrative Office. The same will be true for an itinerary, which lists routes to be traveled, drop-off and, pick-up times, and emergency routes. Trip Leader will carry copy of the itinerary that will identify the group, where they are from, a contact person from Calumet and a phone number to get a hold of them.
- Backpacking, canoe camping, and biking trips should never exceed 10 campers in group size, and should always have at least two staff persons in charge, one of whom is designated as the trip leader.
- All trips will maintain staff-to-camper ratios in accordance with policies established for all children and youth programs.
- Every trip will have a designated trip leader who:
  - is at least 18 years of age.
  - has had orientation which covers all appropriate procedures of Calumet for the type of trip being led, including procedures to be followed in the event of illness or accident during transportation to or from the place of the trip.
  - has had additional training as follows:
    - Wilderness Trips: WFR (Wilderness First Responder), WFA (Wilderness First Aid) through SOLO.
    - Overnight trips: Trip Leader Training by a person who has successfully participated in the AMC Mountain Leadership School.
    - Day Trips: Orientation and preferably familiarity with the itinerary to be covered.
- Periodic evaluation of trip leaders will include criteria set forth by the AMC Mountain Leadership School guidelines (see evaluation forms) as well as skills relating to their certification area. IE WFR, WFA, LGT, etc.
- Every trip group will have at least one staff person who has a current certificate in Wilderness First Aid (or the equivalent), or Wilderness First Responder as taught by S.O.L.O. (or the equivalent), and Cardiopulmonary Resuscitation (or the equivalent).
- Every trip group involving aquatic activity will be accompanied by a staff person who has a current certificate in American Red Cross Lifeguard Training, or its equivalent.
- Nurse Report for each camper will be in possession of trip leader.
- At Calumet, all medical forms for campers enrolled in any Calumet program, including permission to treat forms, are kept at the infirmary under the supervision of the camp nurses. In the event of the need for such a form by a hospital or other health care official, Calumet will fax these forms to the appropriate place. Trip leaders will carry copies of all participants' health forms on trips of three nights or longer.
- All trip leaders should keep in mind that although friendliness is a value we encourage, there is a need to be wary of all other persons encountered when away from camp. Therefore, it is especially important to keep the group together at all times, make sure participants return from visits to rest rooms and latrines in a timely fashion, and never let a participant leave the group in the company of a person not associated with the group or Calumet. The trip leader should include in the orientation for all trip participants instructions to stay with the group, to refrain from in-depth conversations with strangers and, in the event of separation from the rest of the group, to stay in one place and if a stranger wants to help, ask the stranger to go call for help or try to find the rest of the group.

The following section contains procedures to be followed in Calumet off-camp activities. These documents will be provided to Trip Leaders and others who accompany trips; they will be the core curriculum for orientation which is provided to trip leaders.

## STANDARD OPERATING PROCEDURES FOR OVERNIGHT TRIPS CAMP CALUMET LUTHERAN

### HIKING:

#### *Before you leave camp:*

Always be certain that the Administrative Office has one copy of your complete itinerary and roster of participants and leaders and that you, the trip leader, have the other one. You should have an AMC map of your trip area unless otherwise arranged with the trip coordinator. As indicated on the trip leader's check list, the equipment drop off spot will be decided upon well before your trip departs. Review with your campers the safety, health, and environmental protection practices which will be used. These should include:

1. Emergency procedures found under General Items in the Risk Management manual.
2. Leave No Trace ethics, "Northeast Mountains" edition, published by the National Outdoor Leadership School and supported locally by the AMC.
3. What to do if the group becomes separated.
4. The itinerary for the trip.
5. Identification of which qualified counselor is carrying the first aid kit.

#### *Make sure each camper has packed:*

- plenty of warm clothes (water wicking fabric if possible)
- rain coat
- extra socks
- sleeping bag (stuffed into a garbage bag)

Coordinate with driver on loading van or bus. The good behavior of campers on the bus/van is the responsibility of the trip leader. A counselor needs to sit at the back of the bus or van

Once at the trailhead, whip out the map and show the campers where you are going. This will avoid many questions at subsequent points throughout the day's hike.

#### *On the trail:*

- Hike single file.
- Step around or over rocks (more energy expended in stepping up on rock, root and then stepping back down).
- Count off in some way at every trail junction, trail head, and any time you stop or pass a group.
- The trip leader should constantly be counting the group visually and tuning into potential problems. Have slowest person at front of line to set the pace.
- At lunchtime or pit stop, always know where each camper is.
- One leader should be at the back at all times to sweep.
- The most efficient way to hike in a group is slowly and steadily. Fast surges and frequent stops make for a longer day.
- Follow the itinerary so that in the unusual event that we need to find you, we can.

#### Day Trips and over nights

1. All swimming areas should be examined, before each use to make sure that it's in a clean and safe condition, free from rocks, holes and other hidden dangers. The lifeguard in charge shall not allow swimming in any area not deemed to be clean and safe.
2. Life jackets must be worn if the only available swimming is over heads
3. It is more a "quick dip" to cool off than "swimming".
4. LGT will designate a specific area (create a box).
5. No swimming in cases of hazardous conditions.
6. Other counselors on the trip may serve as an extra set of eyes.
7. Each swimmer should have a buddy.
8. There shall be a minimum 1:10 staff to camper ratio maintained at all times.

### CANOEING:

#### *Before you leave camp:*

As with hiking, the Administrative Office needs a complete itinerary and roster. You, the trip leader, will have a copy and a map. The drop off and pick up points are of extra-super-special importance so that you can be picked up at the right place at the right time. The equipment drop off place will normally be the boathouse for all canoe trips. Review with your campers the safety, health, and environmental protection practices which will be used. These should include:

1. Emergency procedures found under General Items in the Risk Management manual.
2. Leave No Trace ethics, "Northeast Mountains" edition, published by the National Outdoor Leadership School and supported locally by the AMC.
3. What to do if the group becomes separated.
4. The itinerary for the trip.
5. Identification of which qualified counselor is carrying the first aid kit.



The trip group will load canoes, life preservers, and paddles onto the canoe trailer along with their equipment. Each canoe should have three paddles. The driver may be able to help, but in all cases, will check it.

*Make sure each camper has packed:*

- plenty of warm clothes (water wicking fabric if possible)
- rain coat
- extra socks
- sleeping bag (stuffed into a plastic bag)
- water bottles (at least 2 liters)

The good behavior of the campers on the bus/van is the responsibility of the trip leader. A counselor must sit at the back.

Life jackets must be worn at all times.

Loading the canoe: The canoe is not designed to hold any weight when it is partially out of the water or when it is completely aground. The structure of the craft is designed to hold weight only when every square inch of the bottom is floating freely in the water. **DO NOT SIT IN A BEACHED CANOE. DO NOT LOAD A BEACHED CANOE.**

When moving an empty canoe, pick it up by the side gunwales (the lip along the inside of the canoe). **DO NOT CARRY ANY CANOES BY THE BOW OR STERN PLATES.** You can see where the bow plates are ripping open on many of the canoes. These rips are quite expensive to repair.

*On the water:*

- No one should paddle after dark.
- Beach canoes during an electrical storm.
- Life jackets must be worn hazard on the water.
- In windy-wavy water, paddle close to shore.
- Always keep the group close, but make it extra close during high waves.
- Do not stand in boat.

If a canoe capsizes, occupants should stay with the canoe. All other canoes will come to the aid of the swamped campers first, swamped equipment second. Stick to your itinerary unless absolutely necessary to deviate from itinerary. Always have an escape route to the nearest phone in mind too.

## **BIKING**

Before leaving camp:

Be certain to develop a complete itinerary of the trip; including the route taken for the duration of the trip, the planned overnight stops for each day, places you plan on visiting during the trip each day, and a list of the people on the trip. The Administrative Office should have a copy of this itinerary, as well as a map of the route of the trip. Make sure that every bicycle is in proper working condition prior to departure. Review with your campers the safety, health, and environmental protection practices which will be used. These should include:

1. Emergency procedures found under General Items in the Risk Management manual.
2. Leave No Trace ethics, "Northeast Mountains" edition, published by the National Outdoor Leadership School and supported locally by the AMC.
3. What to do if the group becomes separated.
4. The itinerary for the trip.
5. Identification of which qualified counselor is carrying the first aid kit.

The trip leader must have the following items in his or her possession for the duration of the trip:

- a copy of the planned itinerary
- a first-aid kit
- a basic tool kit for emergency repairs which should include wrenches that fit the bikes, a tire tube repair kit, and an air pump.

Make sure each camper has packed:

- plenty of warm clothes (water wicking fabric if possible)
- rain coat / extra socks / sleeping bag
- water bottles (at least 2 liters)

Review with the campers what the planned route will be. This will avoid many questions at subsequent points during the trip.

*On the road:*

- Everybody should wear an approved bicycle helmet
- Bike in single file on the side of the road. Always bike on the right side of the road, staying in the same direction as traffic.

- Trip leaders should be constantly aware of where everyone is in the group while on the road and tuning in to potential problems. Have designated check-in stops every half hour to account for everyone in the group. Especially, make sure that folks are accounted for at major road intersections.
- One leader should be at the back at all times to serve as the sweep for the group. The other leader should be at or near the front of the group. Putting a slower rider in the front is a good way to keep the group together.
- The most efficient way to bike in a group is slowly and steadily. Fast surges and frequent stops make for a longer day.
- Group leader should be aware of road conditions, traffic conditions, and weather conditions that could impact on the safety of the group and keep the group apprised of such conditions.
- Do not ride after dark.
- Follow the itinerary so that if in the unusual event camp needs to find you, it can.

## **IN CAMPSITE**

Tents should be pitched on level, smooth ground. Always appoint at least two people to set up each tent. Make one camper responsible for keeping track of the poles and stakes for that tent. That camper is to be responsible for seeing that the pole bag is stuffed into the tent bag that in turn goes inside the tent so that it doesn't become lost in leaves.

**Kitchen Area:** Designate a defined area to be the kitchen. Allow only the cooks, (usually one leader and one camper), to be in the kitchen. This will minimize confusion and avoid the potential knocking over of stoves and boiling water. The kitchen should be at least 20 feet from the tents. Perishable food should be kept in a cooler with ice. Make sure ice is replenished daily. Should bad weather conditions prevent you from cooking outside, DO NOT use a stove inside of a tent. Camping stoves can release toxic carbon monoxide that can build up inside of a closed tent and have fatal effects. If necessary, place the stove outside at the edge of the tent and sit inside with the flaps open.

**Stoves:** Always use a camp stove for cooking. Place the stove on solid, stable ground. Anyone using the stove should be well trained in its operation. Keep it dry and less than  $\frac{3}{4}$  full. For Coleman Peak One stove: turn the pump knob  $\frac{1}{4}$  turn and pump 10 times, then open the valve, light and re-pump 15 times until flame is predominantly blue. For Whisperlite stoves, turn valve in the positive until fuel is evident in the catch basin below the burner; turn off valve and light the fuel and burn until nearly spent which warms up the burner. Re-open the valve before flame dies and re-pump as needed until flame is blue. Serve food away from the kitchen. If in question, directions are on stoves.

**Campfires:** Due to the rapid depletion of fire wood in the White Mountains, the Forest Service, Appalachian Mountain Club, and many environmental experts are firmly stating that the traditional overnight campfire is a thing of the past. Sorry folks - the abundance of wood is just not there anymore. **CAMPFIRES SHOULD ONLY BE USED IN AN EMERGENCY.** This goes for the campsites along the Saco River as well.

**Cleaning pots:** Pots should be scrubbed at least 200 feet from any campsite, trail, or water source. Please dig a 6-inch-deep cat hole and wash your pots, cups, and silverware with provided detergent. Rinse them with boiled hot water at least once a day.

Calumet always leaves no trace. Pack all garbage and trash out of the woods with you. Please don't allow the campers to deface a campsite in any manner. Graffiti and carving initials are both as destructive as leaving refuse behind. This holds for the trail as well.

**Cat holes** should only be dug when an outhouse is not provided. It is the same deal as with pot cleaning. 200 feet from campsite, trail, or water source. Again, dig a 6-inch cat hole and fill it in.

**Personal hygiene:** Campers should brush their teeth at least twice a day on the trail or waterway, as well as at camp. There is no real need to wash hair on an overnight. Only biodegradable soap should be used to wash face and hands. Even the biodegradable soap should be used 200 feet away from campsite, trail, or water source.

**Water purification:** When obtaining water from any source, it must be treated as follows: boil the water for at least ten minutes and filter it, boil it for at least 10 minutes and treat it with iodine, or use a Steripen. The only exception to this rule will be when the water is obtained at a water source that is clearly marked by the AMC or a governmental authority as being safe for drinking.

## GENERAL ITEMS

There will be no need for any camper to have a knife. If the leader carries a small jack knife with him/her, that is sufficient.

The equipment that the wilderness crew issues to you is expensive. In almost all cases, the equipment is of very good quality. One can't afford to skimp on camping equipment. PLEASE, treat the equipment gently. It is designed to be lightweight and compact. Unfortunately, it can't be lightweight and compact, and at the same time, be rugged and durable. A wilderness staff person should check equipment before and after each trip. If you discover equipment that needs repair, please let a wilderness staff person know upon your return to Calumet.

Always keep the preventive maintenance aspect in mind. To avoid getting into many problems, plan ahead each move. This will work for you on many levels.

For instance, don't leave camp unless you feel completely comfortable with your map and itinerary. Likewise, don't try to bag a peak when you feel the wind picking up and you can see thunderheads moving in. Much better to be safe and have the kids call you a panty-waste than to try to be a hero and risk injury.

At any time you feel as though you do not have complete control of your campers, don't hesitate to abort the trip. Remember - if you don't have complete control of your campers at a normal point during the trip, then an emergency situation will be a real fiasco. Always keep in mind what escape route you would use at any time that it became necessary to pull the group out of the woods.

Footwear should be worn at all times; at Calumet and on the trip.

Smoking, drinking, use of marijuana; use of these and other similar substances is not allowed at any time.

**BLISTERS:** Blisters can result from rubbing of the skin against socks either because the socks are lumpy or wrinkled. To prevent blisters, shoe and sock should be removed at the first sensation of discomfort and the foot examined for reddened skin areas indicating hot spots. Place a piece of moleskin over the hot spot (cut adequate size) and tape moleskin with adhesive tape. When the hot spot has become a large, painful blister, treat it as follows:

1. Wash the blister with alcohol.
2. Sterilize needle with alcohol or match flame.
3. Puncture edge of blister and gently press fluid out.
4. Apply a telfa pad over the blister and cover the telfa with moleskin. (Do not trim off dead skin.) Note: Dry out socks at lunch.

**HEAT EXHAUSTION AND MUSCULAR CRAMPS:** Heat exhaustion may occur when an individual is exposed to a hot environment or overheated due to physical activity. The person may feel very weak or faint. Take a slow steady pace and make frequent stops to drink some water. If a person is sweating profusely, they are losing salt. Grind up a salt tablet and plenty of water. Allow time to rest.

**CLEANLINESS:** Maintain personal cleanliness. It is not a vacation from soap and water. All washing must be done at least 200 feet from any water source.

### **BURNS:**

- First-degree: redness of skin (sunburn), no blisters. Treatment: immerse in cold water for 15-20 minutes. Do not stop prematurely even if the pain goes away.
- Second-degree: blistered skin, swelling over a period of days. Treatment: immerse in cold water (not ice) for one or two hours. Prevent infection with a sterile dressing. No ointment on anything but first degree burns.

**SHOCK:** Shock may follow any injury and can actually be more serious than the initial injury. Therefore, it must be assumed it exists and treated in every casualty. Treatment:

1. Ensure airway is clear and functioning and that the patient is breathing and has a pulse.
2. Lay the person down to allow blood to circulate to the brain, heart, lungs, and kidneys.
3. Maintain body temperature and prevent heat loss. Insulate victim from the ground.
4. Minimize shock by controlling bleeding, relieving pain, and handling with care.
5. If the victim has head or chest injuries, raise them up about 15 degrees toward a sitting position.
6. Allow the person to drink a weak salt solution – if they can talk.
7. If the victim has no head, neck, back, or leg injuries, raise legs by bending knees to deliver and increase supply of blood to body core.

**MINOR CUTS:** Stop bleeding, irrigate with boiled, sterile water. Let it cool down, apply sterile dressing.

**HEAVY BLEEDING:** Direct pressure on wound, elevate injured part (maintain direct pressure constantly). Splint, support, sling.

ANKLE SPRAIN: Pain and tenderness will be present. Apply a cold pack for half an hour. Let victim slowly attempt to stand. If victim cannot bear weight or has the inability to move, treat as a fracture and splint. When in doubt, consider it a fracture. Tie on a boot support if possible.

FIRST-AID PRIORITIES RESCUE (remove from hazardous environment)

AIRWAY (mouth-to-mouth)

SEVERE BLEEDING (apply direct pressure)

POISONING (give water, get to doctor)

SHOCK (treat every major injury for shock)

Never apply a tourniquet. Never loosen one.

ACCIDENT PROCEDURE ON THE TRAIL:

1. Obey first-aid priorities.
2. Stabilize victim (prevent heat loss).
3. Call 911 on cell phone and/or camp, depending on situation.

**If no cell phone service, proceed as follows:**

4. Determine condition, fill out SOAP note (i.e. accident report) with detailed plan. Always tell exactly what equipment you need: i.e. **Stokes** litter not just litter or stretchers.
5. Appoint two, or if possible, three runners. (strongest, most responsible hikers in group). If possible, 1 counselor and 2 campers.
  - Give them the SOAP form and say: "Go down trail X to point Y on road Z and call this number: **"911."** Tell the dispatcher the telephone number you are calling from and don't hang up until you are told it is alright to do so. Then call camp at 603-539-4773, provided you have sufficient battery power for any additional emergency service (911) calls you may have to make. It is more important to call 911 than to call camp. Try to talk to the person who will lead the rescue.
6. Third person can return to scene with rescue party.

MANAGING ANTICIPATED RISKS

Preventing Separation of Participants: Trip leaders should remain within sight of all campers and vice-versa. Whistle and hand/arm warning signals should be explained to campers prior to each trip. Head counts should take place at each trail and road intersection and each river course junction (e.g. when river flows around islands).

Special Concerns:

- Canoes/kayaks: In rough water, wind, and storms, all canoeists remain within normal speaking distance (Not shouting distance).
- Bikes: Trip leaders will stop every half hour for head counts.
- Hikes/Backpacking: Each hiker should be within sight of both the hiker in front and the hiker behind him/her.

In general, it is far better to place the slower hikers, canoeists, or bikers in the front of the group when it is traveling. Also one leader should be last in line. The other leader should be first in line.

HYPOTHERMIA: Hypothermia is the lowering of the body's inner core temp. It can be caused by many factors any time of the year. The most common is exposure with exhaustion, hunger, and injuries also contributing greatly. Even in warm temperatures, wetness and wind are prone to be prime hypothermic conditions. Symptoms are shivering, lack of responsiveness, change in attitude, loss of fine motor control, stumbling, exhaustion, muscle rigidity and drowsiness. The treatment of hypothermia is to get the person into dry clothing and to insulate from further cooling. A sleeping bag usually prove useful. Then for victims who are conscious, feed them warm sugary liquids such as hot jello or kool-aid. The torso should be warmed first and appendages after. See a doctor. Prevent hypothermia by wearing sufficient clothing and staying as dry as possible out of the wind.

STORM AND RIVER CROSSINGS: In early summer or after a heavy rain, the river that you come upon may be too wide, deep, or strong to cross at the expected area. First, you must look at alternatives. It may be as simple as moving up or down stream to rocks that will be easy to cross. Or as complex as wading through the stream. Whatever your alternatives, it's important to look at all the possible outcomes (good or bad) that can occur. Then use your judgment. With overnights, it is much worse to get wet than day trippers.

CANOE IN TROUBLE: Flat water campers should be taught and practice basic canoeing skills to maneuver canoe comfortably. They should understand and practice the dynamics of moving a canoe and how to right a turned canoe. If a canoe tips, leader(s) should make sure that campers involved are OK and are able to work at righting their canoe. Right canoe with a leader's canoe and help campers to get in canoe. Collect gear into canoe. Make sure those who tipped are comfortable and do not get cold. Head for shore if necessary to change clothes and or warm up.

CANOE ACCIDENT IN RAPIDS: Everyone must wear life jackets.

- Rapids should be scouted.
- Class 2 maximum. See AMC guidebook.
- One counselor boat should go first.
- Counselor should be ready at base of rapids with a throw line.

If the canoe tips, canoeists should:

- Stay on upstream side of canoe.
- Canoeists in water - grab on to nearest rock, save yourself, not the canoe.
- Don't fight the rapids just float with legs pointed downstream to cushion against rocks.

#### BIKES IN A STORM:

- Raingear should be readily accessible.
- Pull over at nearest shelter.
- Stay together.
- Put on warm wool clothes under raingear.

#### DAY HIKE/BACKPACKING IN A STORM

- In the event that a storm should arise while on the trail, it is most important to maintain the good health of the group rather than rush to get to the destination.
- If hiking under tree line, a raincoat may be all that is needed. If the storm is so bad the group cannot keep dry or warm, it may be time to stop and set a tarp up (one of the tent tarps) to get out of the rain and warm up. Do not jeopardize the safety of the group to reach a set destination on time. It is ok to be late.
- If the storm is accompanied by severe thunder and lightning, it would be wise to separate the packs (metal) from the group.
- If above tree line, you should bring the group below tree line in almost any bad storm. If the group is properly equipped with warm clothing and proper rain gear and it is not thundering and lightening, it will be your decision to continue.
- If caught on a ridge in a thunderstorm, and no chance to get to tree line, you should separate from equipment and find shelter by rocks.
- Day Hikes will be different from the backpacking overnights because you will not have as much equipment. You will have to take better precautions. If near shelter, it would be best to get to it. If not, and you can continue, use the woods to build a shelter.
- If caught in a severe thunderstorm, squat or sit on a sleeping pad with feet planted on the ground; this is the safety position for a thunderstorm.

#### Canoe in Storm: Possible Risks:

- lightning
- rough water
- wind
- wet clothes
- hypothermia

#### Management:

- get off water
- life preservers, keep group close
- life preservers, keep group close
- after stop, change immediately
- wrap in sleeping bag, warm liquids

At all times while canoeing, the leaders should be aware of the weather and any changes in the sky. If a storm starts to develop, the first thing is get your canoes off the water. If the water has already become rough due to wind, keep canoes very close together at all times, that is, within speaking distance. Have everyone get their life preservers on immediately. As soon as you get to a shore, secure canoes and try to get to wooded area. Get in raingear and sit it out. Change into dry clothing after storm has passed. Watch for hypothermia and treat accordingly should any symptoms occur.

#### OTHER SPECIFIC POLICIES:

Sleeping: Males and females always sleep in separate tents. When the whole group is in a shelter, it is acceptable to be in the same space. A single counselor should not be in the same tent as a single camper (i.e. at least two counselors or two campers). If staying in a shelter, male campers should sleep next to male campers, and female campers next to female campers with counselors in between.

In Camp-Wilderness Trips-Sleeping Quarters: When wilderness campers are staying overnight in the barn, leaders must stay overnight with them.

When Telephoning Camp: Always identify yourself with your name, your trip assignment, and give the telephone number from where you are calling.

Trip Leaders Time Off: When leading a trip, there is no time off for any leader from the time the first camper arrives until the last camper leaves.

ON THE BUS OR VAN: Remember, you are in charge of the whole trip, including transportation time. Keep all campers seated and orderly at all times so the driver can concentrate on safe driving. Especially on trips involving more than one hour of transportation time, you should be leading in songs, brain-teaser type of games, and general conversation. At drop-off points, you should be the first one out of the vehicle, make sure everyone stays seated until the vehicle has come to a complete stop, keep campers away from vehicular travel areas, and maintain an orderly unloading of equipment. Same is true at pick-up areas, except here you should be the last one to board the vehicle and make sure all are seated and seat belts fastened before the vehicle begins moving.

References: Mountaineering - The Freedom of the Hills *The Mountaineers, Seattle, Washington, PO Box 122*

#### **DAYTRIP PROCEDURE SHEET**

1. On Sunday, find out where you are going. One person will be the "trip leader". All others are to report to the trip leader. The trip leader will explain where you are going and what you need to bring. Get excited. Talk up your trip.
2. On Saturday morning, the trip leader will divide the campers into smaller groups and give a camper list to each counselor. The counselor will be in charge of these campers for the entire trip. The trip leader will have a specific list of campers. The counselors will report to the trip leader many times during the day, accounting for campers. Times to **double check** that you have each of your campers is at trail junctions, lunch stop, starting again after lunch, after every break, and before boarding the bus. All counselors should be aware of any itinerary and stick to it. Above all don't leave a camper behind anywhere. One counselor should always be the last person on the hike, canoe trip, walk, or whatever.
3. **Day Hikes.** Know where you are going. Make sure you have a map of the area. Carry enough warm (wool) clothing and rain gear. Also, have plenty of water and emergency gorp and water. Be aware of how your campers are feeling, especially concerning heat and cold. Out of shape campers get heat exhaustion very easily and are also susceptible to hypothermia in wet and windy or cold weather. Also, be aware of blisters. Ask campers if they are feeling hot spots and prevent blisters before they happen. No new boots should be worn. When hiking, go slow and steady. Frequent stops and fast jaunts get people more tired. Try to keep stops to 5 minutes (except lunch so that campers don't get cooled down. It is much harder to get started again after long stops. Always count your campers, especially after stops, trail junctions, or passing another group. Frequently ask campers individually how they are feeling.
4. **Canoe Trips.** Life jackets must always be worn when canoeing. Keep canoes together so that speaking is easy from the first canoe in line to the last one. One counselor should be in the first boat and one counselor should be in the boat that goes last. Swimming is at the discretion of the lifeguard. Every boat should have an extra paddle.
5. **Storms:** rain, wind, hail, etc. Make sure that campers stay warm and keep them as dry as possible. A regular rain storm shouldn't prevent you from continuing with your trip. *Electrical Storms:* When canoeing, get off the water as soon as possible. Choose a good place in the woods to park as the storm passes. Don't return to the water until the storm is well passed. On hikes, if above timberline, get down into the trees. Separate from metal packs. Ensolite pads give insulation from ground electrical waves as will standing with sneaker or rubber-soled boots. Again, make sure campers are warm and don't panic.
6. **Emergency Procedures.** In case of an emergency injury, treat the injury. Use cell phone to call 911 and/or camp depending on severity of injury. If there is no cell phone service, go for help. Keep checking cell phone service availability. Trip leader should write down specific directions. Go down "x" trail to road "y" and there will be a phone at "z". Remember to give all vital statistics of injured person. Send three responsible people down, usually one will be one of the counselors. Trip leader should never leave accident scene. If you have to use a landline, call camp first and give your name and phone number where you are. Explain your situation. Never hang up first. Wait for instructions from camp.

#### **SEMI-WEEKLY SCHEDULE (or Trip Leader "How to Do It" Sheet)**

Friday Afternoon. Trip Coordinators meet with Director and Program Director to plan the week's trips: discuss trip assignments, ideas, problems, trips, etc.

Monday. Meet with campers and trip coordinator for sign-up during rest hour.

By Wednesday Evening/11:00 p.m. Return trip itinerary to Wilderness mailbox.

Friday afternoon/after lunch. At the wall, trip leaders will receive their own equipment and garbage bags for their campers. During rest hour on Friday, trip leaders will meet with their campers in order to explain trip and hand out check lists for packing and tell campers where to meet for trip packing and pick-up.

Saturday. Before breakfast, trip leader and campers should drop off equipment at designated meeting place. At breakfast, pick up first-aid kit from nurse. After breakfast, pick up bag lunches and go to designated meeting place to pack campers' gear for trip.

9:15-9:30: bus will come around and pick up each trip.

PLEASE BE READY .... AND DON'T BE LATE!!!

Saturday and maybe Sunday – Trip!! Have Fun.

Sunday. Be ready for pick-up at proper time and return to Calumet by 2:00 p.m.

Once back on camp, STOP! Stay in control. YOU ARE NOT DONE YET! The trip is not over. When you come back to the barn, hang your sleeping bags and set up your tents. While doing this, be sure that equipment ID numbers are correct. Next, check all equipment except tents, pots, and pans. Go to the kitchen to wash your pots and pans and water bottles. When you do this, have your campers leave their stuff at the barn so they won't take off on you. After you come back to the barn with your shiny dishes, take down your sleeping bags and tents (being sure, of course, to match ID numbers) and check them in. NOW, you and your campers are done.

#### **WEEKEND TRIPS**

Friday Afternoon: Weekend trip leaders meet off-camp trip coordinator at the wall during rest hour (dinner)

Monday Noon: Sign-ups for unit 3 and 4 at putting green by wilderness staff; unit 3 and 4 leaders and weekend trip leaders attend as schedule allows.

Monday Evening: Camper assignments completed and given to Program Director for counselor assignments.

Tuesday: Camper lists given to trip leaders, who then see campers on their lists ASAP, preferably by Tuesday night  
Friday Noon: Equipment for overnight trips distributed to unit 3 and 4 overnight trip campers and counselors during rest time.  
Saturday, 9:30 a.m.: Trip leaders meet with campers.  
Sunday: Trip leaders stay with campers until 3:00 p.m. and must ensure all equipment is returned to Wild Room.

## **DAY HIKES**

1. Plan ahead: know your route and take a map. Set goals for the day.
2. Proper equipment: Saturday hiking shoes, rain gear, water bottles with plenty of water, trail food, day pack, first aid kit, sunscreen, bug repellent, hat, and bandana.
3. On the trail:
  - Keep your group together.
  - Slow hikers lead the way.
  - Stop at all trail junctions and water crossings.
  - Drink water every 20 minutes or so. Don't share water bottles.
  - Leaders: one in front; one at rear
4. Be sure to have a turnaround time and stick to it (one of your goals).
5. Have fun and enjoy the view!

## **WILDERNESS EMERGENCY AND PICKUP PROCEDURES**

### **Pick-up**

When you are on a trip, always be at the right place at the right time. Plan your trip so that you can be on time for your pick-up.

### **The Half-Hour Rule**

If you are 30 minutes late for the pick-up or your ride is 30 minutes late, call camp to clarify the situation. The same goes for the driver of the pick-up vehicle. If you are 30 minutes late or the group you are picking up is 30 minutes late, call camp.

### **Emergency Procedures**

It is not a pleasant thought, but a situation where a participant of a trip becomes seriously injured, may occur. On bike trips, the situation can be handled by calling camp and evacuating, using an ambulance. However, an emergency situation in the wilderness is somewhat more difficult to deal with. If the injured person is mobile, evacuate as soon as possible. **DO NOT** evacuate under a stormy or dark situation unless the situation is life or limb threatening. In a life threatening emergency, it is more important to contact emergency medical services (911) than it is to contact camp.

### **Non-Life/Limb Threatening**

Camper is Immobile: send out a counselor with two of your strongest campers to get help, unless weather is bad or it is dark.  
Camper is Mobile: evacuate when possible.

Counselor is Immobile: try to evacuate the counselor rather than leaving him/her alone with campers in case his/her condition worsens.

Counselor is Mobile: Create a litter, if possible; evacuate when possible.

### **Life or Limb Threatening**

Camper is Immobile: evacuate immediately if possible; otherwise, send out strongest counselor and two campers to get help **IMMEDIATELY**.

Counselor is Immobile: evacuate immediately if possible; otherwise, take out panicky campers and leave the most dependable camper in charge. Leave **IMMEDIATELY**.

Camper is Mobile: evacuate immediately. Counselor is Mobile: evacuate immediately.

**WHENEVER ANYONE IS SENT OUT FOR HELP, THEY MUST HAVE AN INFO SHEET ON THE INJURED PERSON AND THEY SHOULD CALL CAMP FIRST.**

### **Contacting Parents or Guardians**

Every attempt will be made to contact the Camp Director immediately. The Camp Director or Camp Director's designee will be the only person to make contact with the parents or guardians because of emergency or injury or illness.

### **Statements to the Media**

In the event of illness, injury, or emergency, next-of-kin will always be notified before any statement is made to the media. The Executive Director or person specifically designated by the Executive Director will be the only person authorized to make comments to the media that represent the position of Calumet.

## CALUMET TRANSPORTATION POLICY

### **Maintenance of Vehicles**

At least four times each year, camp vehicles should be inspected for mechanical soundness by a qualified automobile or truck mechanic. The maintenance department will be responsible for maintaining all vehicles in a safe operating condition. At the beginning of each week in the months of June, July, and August, and at the beginning of each month during other months, every vehicle should be checked for the following items:

- headlights
- running lights
- brake lights
- directional signals
- brakes working and brake fluid at specified level (including emergency brakes)
- horn
- windshield wipers serviceable; windshield clean
- mirrors
- tires (air pressure and tread)
- steering mechanism
- oil level
- gasoline level
- transmission fluid
- battery
- radiator

### **Driver's responsibility for maintenance:**

The driver of any vehicle is responsible for making certain that the above procedures have been followed. Before setting out in the vehicle, the driver should also make certain that the vehicle registration is in the glove compartment, and his/her own driver's license is in his/her possession. Before driving a vehicle, the driver should, every time the vehicle is used:

1. Visually inspect the vehicle. Make a written note of any irregularities such as dents, cracks, missing mirrors, broken parts, etc.
2. Check the oil; if it is down, add oil.
3. Make sure brakes are working.
4. Make sure tires appear to be normally inflated.
5. If you are to tow a trailer, check tail lights for proper operation, make sure the hitch is secure and safety chain attached, and that the electrical plug is free of dirt and grit.
6. Keys will be kept in the Administrative Office.
7. Vans will be parked by the fence near the Maintenance Barn – backed in.
8. Busses will be parked at the Gobi
9. Make sure all lights are working.
10. Make sure windshield wipers work.
11. Make sure horn is working.
12. Adjust all mirrors.

### **Driver's responsibility for policies:**

The driver of the vehicle transporting staff or campers is responsible for enforcing all the conditions of these policies. A brief orientation should be given to passengers on safety procedures and what to do in the event of an accident.

### **Passenger capacity of vehicles:**

Each vehicle which is used for transporting passengers shall be rated for passenger capacity. At no time may these limits be exceeded, unless specifically authorized by the camp director.

### **Seating policy for passengers/before you begin your trip/backing up:**

Drivers shall not allow passengers to ride on running boards, fenders, or any external parts of the vehicles, nor should they be allowed to sit in the aisles or on the floor. No temporary seats may be used. Passenger's arms, heads, and any other members should be kept inside the vehicle at all times (i.e. not allowed to hang out of windows, doors, etc.). Passengers are not allowed to be transported in the storage bed of any truck. Passengers and drivers must use seat belts where provided. Vehicles should always be left in part with the brake on and motor should be off before loading and unloading passengers. Before moving the vehicle, make sure that no person or physical obstacle is in the path of the vehicle. If you must back up, have another staff person who is outside the vehicle give spoken signaled instructions so as to avoid hitting anything, and to keep pedestrians and other vehicles away from the path of your vehicle.

### **Doors**

Drivers should make certain that each door is closed tightly and locked.

### **Orientation for passengers**



The driver should make sure that each passenger is appropriately seated and appraise all passengers of the seating policy and other appropriate safety regulations before putting the vehicle in motion.

### **Compulsory equipment for vehicles**

Vehicles used to transport campers shall be equipped with:

- One class B fire extinguisher
- First Aid kit of a permanent nature, checked periodically by the camp nurse for depletion of supplies
- Two flares or reflectors
- Flashlight, tire repair, bodily fluid clean-up kit

### **Unsafe articles**

No reserve supply of gasoline should be carried in any vehicle carrying campers. No explosives, acids, flammable liquids, or any other article which would endanger the safety of campers shall be carried in any vehicle when transporting campers.

### **Luggage and other equipment**

Luggage, packs, or equipment may not be carried if they interfere with safety of the passengers.

### **In the event of defective equipment**

If you are forced to make an emergency stop on a highway because of mechanical breakdown:

1. move the bus or van off the road as far as possible.
2. turn off ignition and remove the key.
3. set the brake.
4. place the transmission in low, reverse, or park.
5. set four-way-turn (emergency) blinkers.
6. set out road emergency reflectors (triangles), or flares. Set the reflectors 100 feet behind the vehicle but not more than 500 feet behind the vehicle to warn cars on the curve that they should slow down.
7. unload passengers and move them off the road a safe distance away from the vehicle.
8. Use cell phone to call camp for assistance.
9. don't try to change a van tire. If the tire cannot be inflated enough with a puncture seal canister, call a service station for road service.

### **In the event of an accident**

Should an accident occur, the staff's first priority will be for the safety of the passengers. After arrangements have been made for securing medical attention if they are hurt, the senior staff member will call the camp director to report the accident and consult on procedures to follow.

The driver of the vehicle is responsible for seeing that necessary forms are completed for the state in which the accident occurs, and for the insurance company. These forms should be processed through the camp director when possible. The driver should also obtain from the driver(s) of other involved vehicle(s); name, license number and state, vehicle identification number, registration plate number and state, name of insurance carrier.

### **Camper/staff ratio**

In addition to the driver, vehicles shall carry one staff member for each eight campers who are under sixteen years of age and unaccompanied by a parent.

### **Age of drivers**

All drivers transporting campers shall be at least 21 years of age, whether they are using camp or privately owned vehicles.

**License:** Drivers must provide evidence of a current license to the camp director.

### **Suspended or revoked licenses**

Persons whose licenses have been suspended or revoked within the past three years shall not be permitted to drive vehicles which are transporting campers.

### **In the event of fatigue or illness**

No driver shall be permitted to drive while his/her ability for alertness is so impaired through fatigue, illness, or for any other cause to make it unsafe for him to drive or continue to drive a vehicle; nor shall he/she be required or knowingly permitted to drive under such conditions, except in case of emergency where the hazard to passengers would be increased by observance of this policy.

### **Use of privately-owned vehicles**

Privately-owned vehicles shall be used for camper transportation only on specific approval of the camp director. All staff in residence shall park their cars in staff parking lot behind Conference Center. Exceptions to this arrangement shall be made at the discretion of executive director.

### **Observance of Laws**

Drivers are expected to observe laws in effect in areas in which they are driving. Violations of laws shall be the responsibility of the driver. He/she will be expected to pay any fines involved in such violation. This implies that drivers shall not be permitted to take vehicles on trips when condition of the vehicle violates the law. All such defects shall be remedied before the trip is started.

### **Hands-free Electronic Device Law**

As of July 1, 2015, the state of NH passed a hands free electronic device law.

*The law states:*

- No use of hand-held electronic devices capable of providing voice or data communication while driving or temporarily halted in traffic for a stop sign or traffic signal or other momentary delays.
- This includes cell phones, GPS, tablets, iPods, iPads, or other devices that require data entry.
- Emergency calls to 911 or other public safety agencies will be allowed.
- Bluetooth or other hands-free electronic devices will be allowed.
- One-hand non-cellular 2-way radio use will be allowed.
- Teen drivers under the age of 18 will not be allowed to use any electronic devices (hand held or not) except to report an emergency.

Anyone violating this will be subject to penalties and license suspension or revocation.

#### Penalties for Violations

1st Offense..... \$100 fine  
2nd Offense..... \$250 fine  
3rd Offense within 2 years..... \$500 fine

In the event you need to use an electronic device, you must pull over and come to a complete stop prior to texting, dialing, or speaking.

### **Hitch hikers**

Drivers shall never pick up hitchhikers.

### **Speed regulations**

Any vehicle owned by Calumet Lutheran Ministries, or transporting any campers from that camp, shall be operated at a speed of under 35 MPH on the Ossipee Lake Road. On all other roads, these vehicles shall comply with local speed regulations, but shall never be operated at a speed over posted speed limit. The speed of any vehicle within the confines of camp property shall not exceed 5 MPH.

### **Use of camp vehicles**

The camp director must authorize the use of any camp vehicle other than for normal routine camp business. Camp vehicles may not be used for other than camp business.

### **Authorization of itinerary**

The itinerary of all vehicles transporting campers must be cleared with the camp director.

### **Re-fueling**

Whenever a driver is returning to camp, and the gas gauge reads less than half full, the driver should proceed to an authorized service station and fill the tank with gas. During re-fueling, the driver should make certain that the engine is turned off and that there is no open flame or spark within or around the area of the vehicle.

### **Authorization of drivers for specific trips**

The camp director must approve drivers of passenger-carrying vehicles for each trip.

### **Loading and unloading passengers**

The vehicle should be absolutely stationary, in park, and on level ground during any time that passengers are embarking or disembarking from the vehicle or during any time that any passenger is not seated with seat belt fastened.

### **Backing up**

The driver should make certain that the coast is clear before backing up. This should include allowing another staff person to get out of the vehicle and provide verbal warnings and assurances, especially when the vehicle is towing a trailer or when sight lines are in any other way obstructed. Beep beep when backing up in vans.

### **Maximum capacity of passengers, in addition to the driver, of vehicles currently owned by Calumet:**

1. Dump truck (2)\*
2. Pick-up truck (2)\*
3. Buses (14)
4. MiniVan (6)

\*These vehicles cannot be used for transporting campers or guests.

No backing up, especially on camp -- except for parking a vehicle, which should always be backed in.

## **USE OF VEHICLES**

Some of the greatest risks of catastrophic loss at Calumet involves the use of vehicles -- on camp and away from camp. Since using vehicles is essential to many aspects of the camp operation, most of the policies in this portion of the Risk Management Plan are intended to modify the use of vehicles in such a way that risks inherent in their use are minimized.

### **Vehicular Traffic in Camp**

- Speed limit of 5 mph will be enforced everywhere within the camp boundaries except on the Ossipee Lake Road where it will be enforced by the Town of Freedom at 35 mph going toward Rte 16 and 30 mph going toward Rte 153.
- On the north side of the Ossipee Lake Road, parking areas will be provided at the Gobi or as assigned by a camp director. Traffic in all other areas will be limited to Calumet-owned and contracted service vehicles and those gaining access to campsites.
- On the south side of the Ossipee Lake Road, a commuter parking area is at the Corral and near the infirmary (for health care workers, only, in the summer). Traffic will not be allowed in other parts of this section of property except as follows:
  - \* camp-owned or contracted service vehicles.
  - \* delivery vehicles (to kitchen, snack bar, office, or supply storage building).
  - \* persons moving into or out of cabins and other living accommodations and with camp director's permission.
  - \* office workers during non-summer seasons.
  - \* vehicles providing access for persons with physical disabilities.
  - \* vehicles loading campers for trips will be allowed to proceed as far as Luther Hall.
- Bus will be loaded and unloaded in the "woodchip" area, Conference Center parking lot, an area near the barn in the RV Campground, in the overflow area of the RV campground, in the area to the north of the Campground Beach.

### **DRIVER SELECTION**

- Drivers will be at least 21 years of age for any camp vehicles.
- The proposed driver list will be submitted to the insurance company for verification of accident and driving violation record.
- Drivers must possess a current driver's license; a photocopy of the license will be kept in the personnel file.

### **DRIVER TRAINING**

- Drivers will be given a driving test by the Camp Director or designee for each vehicle for which authorization has been granted. Additional instruction will be given by the Camp Director or designee as the driving test indicates is necessary. The road test should include backing up, parking, loading and unloading procedures, refueling, vehicle check procedures, familiarizing with vehicle emergency and safety equipment, and local laws and regulations (i.e., stopping for pedestrians in a location of septic system on camp, crosswalks).
- All drivers will be required to participate in an orientation to the transportation policies of Calumet. The accompanying transportation policy will be made available at that time, and will form the core curriculum of this orientation session.

### **GOLF CART** *(to be used by people with physical disabilities in order to assist in their travels around camp)*

- Stored in Maintenance barn and behind the Administrative Office.
- Keys in Administration Office; they must be signed out through a camp director.
- All drivers must have a valid license.
- Report vehicle problems to maintenance director.
- No driving on Ossipee Lake Road other than to cross the street (at the crosswalk).
- No driving after sunset.
- Do not exceed seating capacity of each golf cart.
- Apply brake when cart is not in use.
- Park on a flat surface, not a hill.
- Pedestrians always have the right-of-way.
- Cart is meant for a relaxing drive. Top speed in this "vehicle" is unnecessary.

## STANDARD OPERATING PROCEDURE FOR CHARTER BUS

One person, usually a program director, is in charge of the bus for the summer. This person is the liaison between the bus counselors and the camp director. The charter bus runs each weekend of the summer. The destinations are Newington, CT, Vernon, CT, Worcester, MA and Waltham, MA. Counselors are invited to sign up for any weekend they choose; however, no one is guaranteed the weekend of their choice. For the first and last weekends of the summer the schedule is a bit different in that the bus usually goes down and back in the same day. You will need counselors for both of these "suicide" runs. When you are on the bus, keep in mind that although you are away from camp, you are still representing Calumet. This means a clean, well-kept appearance, a smile, and friendly, outgoing, helpful personality.

### Specific responsibilities:

**Program Director:** (Put up a sign-up sheet during staff week.) Discuss with camp director who is going on the bus and where they are going. On Monday afternoon, he or she should find out from the registrar how many kids are taking the bus. There needs to be 1 counselor for every 10 kids on the bus, at least one counselor of each gender, and the leader must be at least 18 years old. Food requests go to the kitchen by Thursday. The PD gets the bus box from the registrar and tell the bookkeeper the names of the bus counselors at the Friday Coordinating Staff meeting. The PD meets, each week, with the bus counselors and explains their responsibilities. Each Saturday morning, the PD puts up the signs in the woodchips and assigns someone to meet the bus when it arrives on Sunday.

**Bus Leader:** This person is in charge of the bus run. This person must get off and on the bus in Newington. On Saturday morning, he or she becomes the Bus Leader. During breakfast, the bus leader should get the bus box from the designated PD, get the medicines from the nurse, and get the allowances from the office. Once the bus arrives at Calumet, the bus leader will be responsible for the organization of the process to get the bus on its way. One person needs to go to the Dining Hall and get the lunches and the others should be packing the bus. Once the bus is packed, the leader can start checking campers onto the bus. A counselor needs to sit at the back of the bus. The bus needs to leave Calumet by 9:00 a.m. As the bus pulls into the destinations in MA and CT, the bus leader should be the only one to get off the bus. At this time, the leader will get all of the Parental Pick-Up letters signed. Once all of the letters are signed, only the kids that are scheduled to get off at that particular spot may get off the bus. This should go on at every stop along the way. The leader should always take attendance and do a head count after the bus makes a stop. In the case that a parent does not show, a counselor (of the same gender) that is over 18 can stay with the child until the parents arrive. The counselor who is staying should call Calumet and camp will get in touch with the parents. The phone number for Calumet is (603) 539-4773. The emergency phone is 603-539-4772. The leader is also responsible for knowing where all of the counselors will be spending the night and will need a phone number in case he or she needs to get in touch with them. Whites are required for the ride on Sunday only. On Sunday morning, at each stop, the leader will check each child in and collect all medications and needed forms. **NO CHILD MAY GET ON THE BUS WITHOUT A COMPLETED HEALTH FORM.** There is a no exception to this rule. After checking in with the leader, the children need to get their luggage tagged by one of the counselors and then put under the bus. This will go on at each stop. When taking medication from kids they need to be put into paper bags with the child's name, the kind of medication, when they take it and why. The bus leaves Newington at 8:15 a.m., Vernon at 8:45 a.m., Worcester at 9:30 a.m., and Waltham at 11:15 a.m. The bus should leave from the stops at their specified time. If a bus is going to be more than ½ hour late for a pick-up or drop-off, please call camp to inform them. The bus does not wait for anyone who is late. On the bus, counselors should be spread throughout the bus and not sitting together. The same goes for lunch. The bus should not get back to camp any earlier than 1:30 p.m. on Sunday afternoon. Once they arrive, the bus should get unloaded before the kids try to get their luggage. After all of the kids have been claimed, he or she goes to the registration table and gives everything to the registrar. The bus leader has now completed all tasks and can return to his or her cabin.

## PROCEDURES FOR BUS COUNSELORS

Make sure you are "up and at em" by 7:00 a.m., your cabin completely clean, and your own space perfectly presentable by 8:00 a.m. When your replacement counselor arrives at your cabin by 7:50 a.m., carefully introduce the new counselor to each of your campers, making note of the following:

- those who are going home on the bus to Waltham, Worcester, Vernon, or Newington.
  - those who will be participating in hold-over activities.
  - those who will be going home with their parents.
2. When you go to breakfast at 8:00 a.m., you will officially become a bus counselor. Make sure you have packed the following: "whites" for Sunday, sleeping bag, toilet kit.
  3. After breakfast, report directly to the Bus Leader at the "wood chips". He or she will assign you to your responsibilities for preparing to leave by 9:00 a.m. Some of the tasks are:
    - loading baggage
    - checking campers onto the bus
    - looking for missing campers
    - making sure all persons are out of the path of the 10 yards away from sides and back before it moves.

4. *On the bus*: talk to campers, reminisce about the past week, sing songs, enforce all camp rules: no smoking, no food or drinks on bus, no vulgar language, etc. Everyone must be seated while bus is moving. A counselor needs to sit at the back of the bus.
5. The bus will stop and drop off campers in Waltham, Worcester, Vernon, and, finally, in Newington. At each stop, remember:
  - only the campers whose destination has been reached leave the bus. All others will stay on the bus.
  - medicines are only given to parent or authorized pick-up person, not to campers.
  - make sure that all campers are picked up. Call camp immediately if someone has not been met by their parents. Verify the correct signature on the Parental Pick-up Form.
6. After all campers have been picked up in Newington, you have a choice of where to stay:
  - At the church. Stay on the first floor only. If you cook at the church, clean everything up and bring all leftovers home (do not leave anything at the church). If you go to the movies or something, make sure you return to the church by 11:30 p.m. The Bus Leader will issue you the key to the church.
  - Staying elsewhere. Make sure the following people know where you are staying and how to reach you: Camp Director, Bus Leader, and your parents.
7. All counselors will have a meal allowance of \$11.00. From this allowance, you should buy Saturday supper, Sunday breakfast, and a box lunch for the bus ride home on Sunday. The allowance is handed out by the Bus Coordinator.
8. All counselors must be at Our Savior's Lutheran Church in Newington by 7:45 a.m. Wear your "whites". The Bus leader will assign you your responsibilities. Registration begins at 8:00 a.m.
9. *On the bus ride back to Calumet*: Talk to and sit with campers; watch for homesickness; get everyone "psyched" for a new week at camp; make sure everyone is seated while the bus is in motion.
10. Upon your return to camp:
  - Have each camper report to the sign at the woodchips which is appropriate for the part of camp in which their cabin is located.
  - Help unload baggage.
  - Make sure all campers have found their cabin and all baggage is accounted for.
  - Return to your cabin assignment after checking with the Bus Leader.

## TOBOGGAN RUN RULES

Toboggan Run may be used only with Calumet Staff permission

Children under 16 need adult or staff supervision

Calumet staff will evaluate the conditions daily and determine the appropriate starting spot on the hill

Slide down on your back, NOT face down

Slide down in the MIDDLE of the run, then walk back up WAY on the SIDE

Return equipment to the Conference Center shed.

FIRST AID KIT is in the red box at bottom of Run, also two blankets in a plastic bag are there

A BACKBOARD can be found in the paper/cleaning supply room in the Conference Center basement

## TOBOGGAN RUN RISK MANAGEMENT

**WHEN TO USE** A Calumet staff person needs to check the Run to decide whether it can be used and how far up people can go to start sliding.

The Run is OK if there is a cushion of snow and it is not all ice.

**WHILE IN USE** During a CALUMET PROGRAM, a Calumet staff person must be at the Run, then a *responsible* adult can be left in charge after a reasonable amount of time if all is going well.

A RENTAL GROUP or NON-GUESTS may use the Run only after a Calumet staff person has given the OK, and then a *responsible adult* must be in charge.

## IN CASE OF INJURY OR EMERGENCY

1. Stop all sledding and remove other campers from area if necessary
2. Person in charge will stay at the Run and send another person to call 911 and then notify the person in charge of camp for the day
3. Attend to the injured person until other help arrives (keep person warm and stabilized)
4. To direct ambulance, will need to station: one person at Babcock Rd. road sign; one person at Conference Center entrance; one Calumet Staff person at back of Conference Center to give a report on the victim and direct them to the Toboggan Run
5. Once care has been given, incident needs to be written down by the Calumet staff person or adult who was in charge at the time of the injury and the camp director on duty for that day needs to be notified.
6. Use of Run can begin only after it has been re-checked and OK'd by a Calumet staff person.

## Procedures for Operating Fireplaces & Wood Stove

**For safety reasons, the wood stove and both gas and wood fireplaces should be operated and maintained only by Calumet staff.**

### Wood Stove

- It is best to run the stove at a consistent pace according to the conditions outside (on cold days more wood will need to be added more often than on cool days).
- Always level out coals before adding more wood and then add wood lengthwise so logs will not roll out of the stove when door is opened.
- Doors should be closed securely whenever stove is in use (except when getting fire started).
- To keep stove burning at an even pace, close air vent knobs and then open ½ turn.
- CLEAN OUT STOVE ONLY WHEN ASHES ARE COLD. Shovel ashes into metal bucket and dump into compost cage. Leave 2" of ash in bottom of stove. Sweep up loose ashes & toss into fireplace. *NEVER USE VACUUM TO CLEAN OUT STOVE!*

### Wood Fireplace

- **Always open flue before starting.**
- Burn wood in fireplace for ambiance – not as a bonfire (this wastes wood) and keep logs placed away from front of fireplace to avoid smoke going out into room.
- Be sure most wood is burned by the end of the evening and leave flue open until morning when ashes are cold.
- Clean fireplace using same procedures as wood stove.

### Gas Fireplace

- Open flue to first (crack) position before starting fireplace.
- Turn on using switch on side of "box" (push switch down).
- Keep screen in place in front of fireplace.
- Avoid flammable items on mantle (especially hanging down from top).
- Always turn out (push switch up) at the end of the day and close flue.

## DEALING WITH WALKWAYS DURING WINTER

### Walkway areas that need to be checked and treated daily:

- *Conference Center*: front steps, walkways, ramps; back porch and path to woodshed; kitchen back porch and steps; 2 back stairways
- *Village Cabins*: walkways and stairs and path to Conference Center
- *Retreat Lodge & Staff House*: entryway; back porch, ramp and steps
- *Cabins*: steps and walkways
- *Senior End Bathrooms*: steps and walkways
- *Bridge and pathways*
- *Staff Lounge*: steps and pathway
- *Office*: steps and ramps

### In the morning (before breakfast if guests are here):

- Shovel or sweep away any fresh snow
- Sand ramps and other spots which are icy

### During the day:

- Shovel areas as needed if there is a storm in progress or if wind is causing snow to drift over walkways.
  - The less snow that is allowed to build up (and be walked on) the less chance there is of icy patches forming.
  - Keep an eye out for icy spots that may form due to melting from roofs etc.
- \* When and where the snow blower is to be used will be determined by maintenance director or other persons he/she might delegate.
- \*\* The treatment of all areas will be completed by the maintenance staff with assistance from the Program Team and Center resident staff as assigned by the family and adult camp director

## THE USE OF POWER TOOLS AND MECHANIZED EQUIPMENT

This includes, but is not limited, to:

Chain saws  
Circular saws  
Table saws  
Drill presses  
Band saws  
Table sanders  
Hand-held belt sanders  
Lawn mowers  
Weed wackers  
Portable drills  
Log splitters

- All persons must receive a safety orientation to the device to be used by the maintenance director or designee prior to using that device.
- All persons will be closely supervised by an experienced operator until expertise for the given device is ascertained, and constant supervision will be required by anyone under age 18.
- A device can never be left unattended. It must be put into storage when the operator is not present, even for short periods.
- Make sure all safety equipment is in place and operating prior to using the device.
- Eye protection, leather shoes or boots, long pants, and shirt must be worn when operating such devices.
- **For chain** saw: No one under age 18. Must wear helmet, eye protection, and chaps.
- **For combustion engine devices**: No one under age 16. Must check oil before using; don't leave fuel unattended; re-fuel outside, never inside a building.

## CALUMET FOOD SERVICE SAFETY PROCEDURES

Accidents are caused by: 1) not knowing the right way to do things, or 2) by deliberately or thoughtlessly doing things the wrong way. Here are the right ways to do many of the food service tasks that you will encounter.

### Receiving and Storing Operations

1. When opening boxes, crates, etc., remove the nails. Don't bend them down.
2. Always store heavy materials on bottom shelves, medium weight next above lightweight on top. Don't put things on locker tops or other high storage places.
3. Keep food containers covered except when in actual use.
4. When opening anything, keep at a distance from food containers that might catch pieces of wire, splinters, bits of paper wrapping, straw, dirt, etc., and pass them on to guests.
5. Get rid of all dirt, grease and trash promptly reduce fire hazard. Eliminate hiding-breeding places for rats and roaches.
6. Be sure the light bulbs are guarded. Don't store any material within 18" of any bulb.
7. Use ladders—not boxes, crates or chairs—to get things from high shelves. And see that the ladder is safe, too. Avoid losing your balance by over-reaching.
8. Avoid lifting or carrying too heavy objects; and when you lift a heavy object keep your back straight and lift with your legs. Don't carry bulky objects too big for you to see over or around.

### Food Preparation Operations

1. Use only dry cloths, towels, to handle hot cooking utensils.
2. Lift edge of cover on side of pot away from your face. Stand far enough back when removing cover so steam cannot reach you.
3. Keep stove top and hood free from grease to avoid dangerous fires.
4. Keep handles of pans away from stove and out of the aisle so that utensils won't be brushed off stove. Take care that handle is not near an open flame.
5. Get help in moving heavy, hot containers. Be sure work area is clear when swinging them out.
6. When drawing hot water or coffee from an urn, turn spigot slowly to avoid rush-and-splash. Check that all valves and spigots are in proper position before filling an urn.
7. Keep oven doors closed—out of aisle—when not in use.
8. Ventilate a gas oven several minutes before lighting. Strike matches away from clothing or flammable matter. Place match at gas jet before turning on gas. Open gas gradually to avoid blowing out match.
9. Don't clean oven or stove until it has cooled.
10. Protect food from foreign substances. If you break an article near open food containers, report this immediately to your supervisor so that the food can be taken out of service.
11. Avoid over-filling containers with hot liquids or foods. Make sure edges are free from foods. Warn service people of hot dishes.

### Drawers and Doors

1. Be careful in closing drawers—they have a trick of pinching fingers and hands. Keep them closed, out of the way.
2. Open and close doors by handles or knobs. Avoid crushed fingers.

### Handling Knives

1. Don't daydream with a knife in your hand. Pay attention to what you are doing.
2. Cut away from your body—and away from fellow workers.
3. When drying a knife keep the sharp edge away from you.
4. Use a cutting board—never a knife edge against metal.
5. Keep all knives in proper storage place when not in use.
6. Don't leave knives in sink or in water or any place where they can't be seen easily.
7. A sharp knife is safer than a dull one. It cuts more easily, takes less pressure, has less danger of slippage. The proper way to sharpen knives should be decided by the kitchen supervisor.
8. After honing knives, place on the steel to remove burrs. Then wipe knives with a cloth or towel to remove any additional particles that may be present.
9. If a knife falls, get out the way! Don't try to grab it.
10. Use the knife for the operation for which it is intended. No knife or cleaver is a can opener! Never use them that way!
11. Be careful in reaching for knives, forks or other sharp objects. Pick them up by handles, not by blade or tines.

### Machines Used for Preparation

1. Never use any machine you have not been trained to use. Be sure that all safety devices are in place before using.
2. Pull plug or throw switch to “off” position before cleaning or adjusting any machine. Keep fingers, hands, spoons, etc., away from moving parts. Wait until machine stops before moving food.
3. Check all switches on electric appliances to see that they are “off” before plugging into the outlet.
4. Particular care must be exercised in cleaning the slicing machine. To clean this machine: a) Pull the plug. b) Turn the gauge to zero. This position masks the cutting edge of the cutting blade. d) Clean the blade from the center out. e) While cleaning one side of the blade, hold a protective cloth in the other hand to use in rotating the blade.
5. Don't start a mixing machine until the bowl or kettle is locked in place and the attachment securely fastened. Do **not** operate the



- grinder and the mixer at the same time. Always read instructions if posted on or near machine.
6. Always use the proper tool for pushing food into a grinder. Tampers or pestles are made of special wood or metal. Tamping foods in the grinder with other tools or instruments is dangerous. Wooden handles may splinter and mix with the food. Metals may damage the equipment or injure you.

### **China and Glassware**

1. Use care in handling glasses and dishes.
2. Use a pan and broom to sweep up large pieces of broken glass or china. Use a dampened paper towel or cloth to pick up slivers. Put broken glass or china in a special container. Do not place in waste baskets or garbage or refuse cans.
3. Drinking glasses or other glassware or china that are chipped or cracked should be discarded.
4. Glasses and metal pots do not mix. Keep glass and china out of the pot sink.
5. If you suspect that there is broken glass or dishware in soapy water, drain the water first, then remove pieces carefully with a cloth.
6. Don't use a glass for an ice scoop. It may break in your hand or may leave pieces of glass in the ice.

### **Floors**

1. Keep floors clean and dry. If you spill anything or see spilled liquids or foods, wipe them up immediately. In cleaning, we mop first then rinse and dry mop, doing one small area at a time.
2. Tile floors may be slippery when weather is humid and muggy. Be careful at such times to avoid falls.
3. Walk—don't run or slide—across the floor.
4. Never leave utensils on the floor. Someone is sure to trip over them—maybe you.

### **Refuse Disposal**

1. Place food scraps in protected sanitary containers.
2. Don't overflow containers.
3. Don't stack refuse containers.
4. Report broken or defective refuse containers.

### **Safe Clothing**

1. Wear a safe shoe with closed toe for added protection; keep neatly laced to prevent tripping over untied shoelaces. A sensible heel provides balance; good strong support provides comfort. Heels kept in good repair prevent slipping.
2. Do not wear excessive loose clothing. Sleeves, ties and aprons may easily get caught when working with or near grinders, mixers and other moving machinery.
3. Keep uniforms free of pins and gadgets that might drop in food or cause scratches.

### **Fire Safety**

1. Smoking is not allowed.
2. Immediately report any fire, no matter how small, so that the fire department may be called.
3. Know where the fire extinguishers are located and how each should be used. If you find an extinguisher partially used that needs recharging or one with its seal broken, report it to your supervisor immediately.
4. Know the fire exits and how to use them and be prepared to show them to guests should need arise.
5. Know your station and duties on the organization's "Fire Instructions."
6. Keep fire doors, fire exits and fire stairs clear of material and equipment. Use only in the event of emergency or fire drill.
7. Don't let grease accumulate on grill canopies and filters. Fires started in these areas are major causes of kitchen damage.

For extinguishing fires, keep in mind the following:

Fires are divided into 3 classifications. Learn these classifications so you will be able to use the right material to extinguish a fire:

Class A: Rubbish, wood, paper, etc. **Use water to extinguish.**

Class B: Oil. **Use foam to extinguish or a box of baking soda kept handy may be used.**

Class C: Electrical. **Use CO<sub>2</sub> to extinguish.**

<b>Types of Accidents</b>	<b>How to Avoid</b>
Cuts	<ul style="list-style-type: none"> <li>• Use knives properly. Keep knives in plain sight. Don't grab at knives. Pick up broken glass properly.</li> <li>• Avoid using glass or china for things which may result in the pieces breaking in your hand. Don't "fish" for broken glass or china.</li> </ul>
Burns	<ul style="list-style-type: none"> <li>• Assume that every pot and pan is hot.</li> <li>• Use dry side towels only for handling hot pots and pans. Wet towels will transfer the heat from the pot to your hands.</li> <li>• Keep handles away from aisles.</li> <li>• Dry wet foods before deep fat frying.</li> <li>• Open hot water faucets carefully to avoid splash. Tip pot covers open at rear (away from you). Learn how to operate steam kettles and steamers and follow safety precautions with them.</li> <li>• Get assistance in handling heavy, hot utensils.</li> </ul>
Falls	<ul style="list-style-type: none"> <li>• Keep floors clean. Wipe up spilled foods, grease, etc., at once.</li> <li>• Keep floors and aisles clear of obstructions of all kinds—including open oven doors.</li> <li>• Don't stand on boxes, tables, or chairs to reach objects. Use a safe ladder. Don't over-reach from a ladder.</li> <li>• Don't block your view... Be sure that you see where you are going.</li> </ul>
Strains	<ul style="list-style-type: none"> <li>• Don't try to carry too heavy loads.</li> <li>• Lift properly with the leg muscles, NOT with the back. Don't turn or twist the body while lifting—move your feet instead.</li> </ul>

## **CALUMET FOOD SERVICE SANITATION PROCEDURES**

### **Some Guidelines to Safe Food Service**

1. Purchase federally inspected meat and poultry
2. Buy pasteurized milk.
3. Serve only shellfish taken from inspected and approved beds.
4. Avoid bulging cans.
5. Wash all fruits and vegetables.
6. Work with as small quantities of food as possible.
7. Avoid alternate refrigeration and heating.
8. Total accumulated exposure time (within the danger range) of preparation, or preparation, and of service, must never exceed four hours.
9. Treat all leftovers with great care.
10. Use all leftovers within 24 hours or discard.
11. Avoid refreezing defrosted food items.

### **Safe Food for Good Health**

1. Keep it hot or keep it cold.
2. Always keep it covered.
3. When in doubt, throw it out.

### **Some Critical Temperatures**

**212°** ~ Water boils at sea level. Most resistant bacteria killed within 2 minutes.

**195°** ~ Water above this point sprayed from dish washing machine rinse nozzles vaporizes so readily that rinse action is reduced.

**180°** ~ Water at this temperature in rinse line of the dishwasher will give 1 70°F.—killing temperature—at the utensil.

**170°** ~ Practically all common disease producing bacteria killed at this temperature.

**140°** ~ Bacterial growth practically stopped. May die.

**98.6°** ~ Body temperature. Bacteria's most rapid growth.

**70°** ~ Room temperature. Bacteria grow fast.

**38° to 33°** ~ Walk-in refrigerator temperature range for most foods. Near freezing temperature **to 33** in ice recommended for fish.

**32°** ~ Freezing point of water. Practically no bacterial growth.

**10° and below** ~ Recommended for storage of frozen food.

### TO GET THE BEST FROM YOUR REGRIGERATOR

What to Do	Why You Do It
Pack food loosely; allow air to circulate	To get cooler air in contact with good
Cover food with waxed paper or other covering	To prevent contamination by dripping from other foods
Discard things not needed	To prevent crowding and increase circulation
Place new purchases at back.	Use older things first
Wash refrigerator frequently	It must be kept clean
Defrost before ¼ “ frost gathers	Frost slows cooling process
Open door only when necessary	Open door raises the temperature

#### To Prevent Contamination of Foods During Preparation and Serving

1. Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 degrees F. to 140 degrees F.
2. Use only clean and sanitized utensils and equipment during food preparation.
3. Clean and sanitize food contact surfaces after each use.
4. Assure cooking and holding of potentially hazardous foods at appropriate temperatures.

“Sanitized utensils” are those which have been cleaned and sanitized.

“Food contact surfaces” include anything that contacts raw food during preparation such as counters, cutting boards, knives, etc. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times when raw food contacts those surfaces. Local health authorities can give guidance on the strength and frequency of use for such sanitizing agents.

#### To Assure Storage of Potentially Hazardous (perishable) Foods at 40 degrees F

1. A **written record of temperatures** noted and initialed daily for each mechanical refrigeration unit storing perishable foods, and
2. Evidence that prompt corrective action was taken if temperatures measure above 40 degrees F.

*Interpretation.* “Potentially hazardous foods” are those foods that consist in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean or other ingredients (including synthetic ingredients) in a form capable of supporting growth of infectious or toxic microorganisms. Such foods should be maintained at temperatures below 40 degrees F. or above 140 degrees F.

#### To Assure Proper Sanitizing of Dishes and Food Service Utensils After Each Use, Practice the Following Procedures:

- I. Washing:
  - A. For mechanical dishwashers, there is documentation of daily monitoring to assure:
    1. Wash water is at least 100 degrees F., Rinse water is at least 180 degrees F. or an approved chemical sanitizer is used as specified on its label, and
    2. Prompt corrective action was taken when any temperature variance below the minimum was noted; and/or
  - B. For dishes and/or food service utensils washed by hand, there are procedures in practice to assure:
    1. Wash and initial rinse temperatures of at least 100 degrees F., and
    2. Second rinse process using at least 180 degrees F. water or an approved chemical sanitizer.
- II. Drying:
  - A. All dishes and food service utensils are air dried.

#### All Garbage and Rubbish Containers in Kitchen and Dining Areas Be Leak-proof or Fitted with Non-absorbent Lining and Be Covered with a Tight-fitting Lid or Tied Securely When Not Being Used in the Food Preparation or Clean-up Process

*Interpretation:* The concern of this standard is the temporary storage of garbage containing food wastes in food service areas prior to removal to permanent storage areas (dumpsters, disposal areas away from site, etc.).

### INFECTION CONTROL POLICY

## **HANDWASHING**

Handwashing is the most important activity you can do for yourself when caring for camper/staff member. Remember to wash your hands often and thoroughly. Use lotion frequently. Be sure to wash your hands:

1. Before and after each procedure done with camper/staff member.
2. After handling soiled items such as linens, clothing, garbage, etc.
3. Before and after preparing food.
4. After using the bathroom, applying makeup or combing your hair.

*The procedure for handwashing is as follows:*

### Purpose

1. To help prevent the spread of infection by keeping hands free from potentially infectious materials.
2. To protect the camper/staff member, the medical staff, and to reduce the possibility of transferring infection to the camper/staff member or from the camper/staff member.

### General Principles:

1. Consider the inside of the basin a contaminated or dirty surface.
2. Hands must be washed upon entering or leaving the exam area and before doing anything with a camper or staff member.

### Equipment:

Running water  
Soap  
Paper towels  
Container for soiled towels  
Hand lotion (optional)

### Procedures:

1. Roll up long sleeves. Push up wristwatch. Stand away from sink so you are not touching. Turn on faucets, regulate temperature of water.
2. Wet the hands and apply a sufficient amount of soap to work up a lather. Use a friction scrub for one minute.
3. Make sure to wash the entire surface of the hands, especially between the fingers, around the nailbed, under the fingernails, under rings and over the wrists.
4. Rinse hands under running water. Hold hands so water runs down from wrists to fingertips. If necessary, soap again and work up a good lather, using friction as before. Rinse off the soap.
5. Pat hands dry with paper towel and discard. Turn off spigot with clean paper towel to protect hands.
6. Dispose of paper towel in trash receptacle.
7. Use hand lotion as often as necessary to keep skin in good condition.

## **GLOVES**

Gloves should act as a barrier between your hands and infectious substances such as bloodborne pathogens.

1. When you wear gloves, wear the correct size; small, medium, and large are available
2. If you discover you are allergic to the gloves provided, inform your supervisor; hypo-allergenic gloves will be provided for you.
3. You **MUST** wear disposable gloves when you perform duties which will or could place your hands in contact with blood, wound drainage, semen, vaginal secretions, mucus membranes, non-intact skin, and any other body fluid.
4. Procedures which typically present opportunity for hand contact with the preceding potentially infectious substances include, but are not limited to:
  - a. Personal bodily care/bathing
  - b. Mouth care if fingers are inserted into mouth
  - c. wiping or cleaning genital/anal areas after toileting or incontinence
  - d. Handling linen soiled with blood or other potentially infectious materials
  - e. When handling any drainage collection appliance
  - f. When taking rectal temperature
  - g. When you have chafed or open sores on your hands
5. If gloves tear during use, remove, wash hands and replace them as soon as possible.
6. NEVER WASH AND REUSE DISPOSABLE GLOVES.
7. You may Use hand cream or lotion on your hands before you put on gloves but do not use a mineral oil or petroleum-based product as it may react with the glove and reduce its barrier effectiveness.
8. Follow this procedure to remove gloves:
  - a. With both hands gloved, peel one glove from top to bottom touching only the outside of the glove, and hold it in a small wad in the gloved hand.
  - b. With the non-gloved hand, peel the second glove from the inside, touching only the inside of the glove, tucking the first glove inside the second.

- c. Dispose of the entire bundle into a waste receptacle that is lined with a plastic bag.
  - d. IF THE GLOVES HAVE BEEN IN CONTACT WITH BLOOD OR WOUND DRAINAGE, PLACE THEM INTO A PLASTIC BAG, SEAL THE BAG BY KNOT OR TWIST TIE, AND DISCARD INTO ANOTHER PLASTIC BAG OR TRASH RECEPTACLE WHICH IS LINED WITH A PLASTIC BAG.
9. Remove gloves when they become contaminated with blood or other potentially infectious material, damaged, or before you leave the work area.
  10. ALWAYS WASH YOUR HANDS THOROUGHLY AFTER REMOVING THE GLOVES.

### PROCEDURE FOR CONTAMINATED LAUNDRY

1. Laundry is to be considered contaminated if it is soiled with blood or other potentially infectious material. Any laundry that is soiled with urine or feces AND/OR VISIBLE BLOOD is also contaminated.
2. Wear disposable gloves and apron when handling contaminated laundry, and handle as little as possible.
3. Do not hand-rinse contaminated laundry prior to machine washing.
4. If possible take contaminated laundry directly to the washing machine. If it must be temporarily placed elsewhere, it must be placed in a plastic bag.
5. Dispose of the plastic bag used to transport the contaminated laundry, knot bag and place in another plastic bag for disposal. If using a reusable laundry bag, wash it with the other laundry.
6. Run the contaminated laundry through two cycles; the first with detergent and cold water, the second with detergent and warm or hot water as tolerated by the fabric. Add bleach if the fabric is white and tolerant of bleach.
7. It is best to dry clothes in a commercial clothes dryer, but when not available, linens can be air dried, preferably in the sun. All clothes can be handled and stored in a usual manner.

### ROUTINE ROOM CLEANING IN INFIRMARY

1. Articles and furniture soiled with body substances should be cleaned immediately, and routine cleaning should be done on a regular basis. When cleaning spills of body fluid or waste (blood, urine, stool, vomitus, etc.) gloves should be worn. Disposable towels or wipes should be used to wipe up the spill and then the surface should be disinfected with a 1:10 bleach solution (6 tablespoons bleach mixed with 1 quart water).
2. Sinks and toilets should be cleaned with the bleach solution. A little full-strength bleach can be poured in toilet bowls for disinfecting. Bathtubs should be cleaned before and after each use by the camper/staff member.
3. Mop bathroom and kitchen floors at least weekly and clean spills as they occur. This includes shower floors.
4. Most cleaning procedures can be readily accomplished with 1:10 bleach solution. **WARNING:** Chlorine bleach should not be mixed with other cleansers. This can cause a chemical reaction with dangerous fumes. Chlorine bleach is poisonous and can cause eye and skin burns.

**HANDLE WITH CARE!** Bleach spilled or splashed onto carpets or fabric will cause damage by bleaching out the color.

#### **TAKE CARE TO AVOID SPILLS AND SPLASHES!**

5. Sponges used to clean the floor or any body fluid spills should not be used or washed out in the kitchen sink. For any other task, water should not be poured down the sink where food is prepared. Sponges and mops may be disinfected by soaking in 1:10 bleach solution for 10 minutes.

### PROCEDURE FOR BLOOD (OR OTHER POTENTIALLY INFECTIOUS MATERIAL) CLEAN UP

#### Spills or Smears on a Hard Surface

1. Set up a plastic bag to receive soiled items.
2. Wear disposable gloves for clean-up procedure.
3. Wipe up any liquid material with paper towel, and dispose of the paper towels in a plastic bag.
4. Clean the contaminated surface with one of the following:
  - a. Household bleach solution made by adding 1 part bleach to 10 parts water (6 tablespoons bleach mixed with 1 quart water). This solution must be freshly mixed as it loses its effectiveness as a disinfectant after about a day once the bleach is mixed in water. Apply liberally over the area where the spill was located and allow to stand wet for 10 minutes before drying with paper towels. *Do not allow bleach solution to remain on surface any longer than necessary as this may result in discoloration.*  
**Caution:** Bleach will remove color from fabrics and carpets; take care to avoid spraying or dripping bleach solution on personal belongings.
  - b. 70% isopropyl alcohol full strength (do not dilute). Apply liberally after the object has been washed clean and allow to stand wet for 10 minutes before drying with paper towels.
5. Dispose of soiled paper towels, wipes, gloves, etc. in the plastic bag. Seal the second plastic bag and place it in a waste receptacle.

#### Procedure for Disinfecting of Surfaces/Solutions to Use

Contaminated environmental surfaces can lead to spread of bloodborne disease organisms. Hepatitis B virus can survive drying on a surface at room temperature for at least one week. Hand to mucus membrane or non-intact skin contact can lead to infection when the contaminated surface has not been properly disinfected. The EPA advises that disinfectants that are effective against the tubercle bacilli are also adequate against HIV and HBV.

1. A surface is to be considered contaminated if blood or other potentially infectious material is brought into contact with it.
2. Set up plastic bag to receive soiled disposable waste. (Use red plastic or other plastic bag with biohazard label affixed if contamination is gross.)
3. Wear disposable gloves when decontaminating a surface.
4. Use paper towels.
5. The following solutions are acceptable disinfectants capable of destroying both HIV and HBV, and are effective against tubercle bacilli:
  - Bleach- 1 part bleach diluted in 10 parts water (6 tablespoons bleach in 1 quart water).
  - Alcohol- 70% isopropyl, full strength required Lysol Brand Disinfectant Spray (EPA Registration 7 7 7 - 7 3 )
  - Lysol Brand Disinfectant (EPA 777-10) (Other types of Lysol are not acceptable)

UNIVERSAL BODY FLUID PRECAUTIONS must be followed in ALL campers and staff members care circumstances regardless of the absence of any specific diagnosis of infectious disease or condition. The main purpose of these precautions is to prevent disease transmission by isolating body substances - urine, feces, blood, wound drainage, oral secretions, semen, vomitus, and pus.

## **ADVENTURE COURSE ROB WORLD**

Rob World is a low-ropes adventure course that we use at Calumet to develop a sense of community with our campers, to help them feel a sense of accomplishment, and to build trust within our camper groups. Rob World is designed to be an all-inclusive adventure. This means that as a leader of a group using Rob World, it is your responsibility to involve all campers in the activities regardless of physical weakness, mental unwillingness to participate, or fear of injury or embarrassment.

The following guidelines have been developed to help you accomplish these goals. Keep in mind, however, that you are the best judge of what your group can and cannot do. The key things to remember about using a low-ropes course is that it is meant to be fun for everyone, that it is a challenge course by choice, and the choices of all the participants, to participate or not, should always be respected, and that everyone involved should have a clear understanding of what is expected of them before entering Rob World.

### **GENERAL GUIDELINES --- GOALS**

#### **1. To provide a safe, laughter filled opportunity to be with others, and to become more positive about one's physical self.**

One way to evaluate your time in Rob World is to ask the question, after I made sure all the safety elements were in place, how much group laughter did I hear? Sound corny? Well, it's not. As stated earlier, your task as an instructor is to build trust, group confidence and personal comfort, if you're succeeding, the natural result will be a group that can laugh at its mistakes, keep on trying to involve everyone, and works together to reduce the fears and anxieties that can arise when people are presented with a challenge they do not think they can accomplish.

#### **2. To develop a sense of community with our campers.**

Rob World was developed to help camper groups come together in a very short period of time. If used correctly, every person who enters Rob World should leave with a better understanding of who their fellow campers are, and a belief that spending time with their groups will be fun and exciting, no matter what the activity.

#### **3. To help campers feel a sense of accomplishment, both individually, and as part of a group.**

Overcoming the tasks and challenges that Rob World can present can create an excellent boost to low self-awareness. You should always remind your groups of exactly what it is that they just did. While that may sound obvious, many campers will not realize the group effort, and mutual support it took to get everyone over the wall or through the spider web, unless you specifically tell them. A pat on the back, or a group high five along with a few words of congratulations from you can go a long way towards accomplishing this goal.

#### **4. To build a sense of trust with and between your campers.**

Creating a trustful, supportive atmosphere takes some doing on your part. As the leader of a group, your campers will look to your words, and more importantly, your actions to see how they should behave. From the first minute that you get to Rob World, there should be no joking about letting someone fall, or conversations about who is too chicken/fat/slow/stupid, etc., to help or be part of the group. If any comments such as these are overheard by you, address them directly and quickly. Do not be afraid to call attention to a comment such as this and say something like, "I'm glad you brought that up, because that is a perfect example of the feelings and thoughts we want to leave in a big pile on the basketball court, so that we can all work together and have fun inside Rob World." Never underestimate the power of trust. It is the most important thing you can teach in Rob World.

#### **5. In case of accident.**

**Before you begin any Rob World activity, make sure that there is a staff person on duty and in camp who has a current first aid certification and has been trained, within the past year, in bloodborne pathogens.**

### **GENERAL SAFETY GUIDELINES**

Before taking any group through Rob World activities, either inside or outside the roped off area, keep the following safety guidelines in mind.

1. Make sure that the ground area is clear of any sharp objects, and that all participants are wearing appropriate clothing and footwear. (no sandals or open toed shoes)
2. Before going up on any piece of equipment, check it for weakness or fraying in the ropes and cables, and for rotting in the wood.
3. Make sure all participants have been properly instructed on spotting techniques. (see **spotting techniques** for more details)
4. Make sure all participants understand the goal of the activities, and that they clearly understand their role in the activity, be it actively moving or spotting the active people.
5. Always start groups off with low-risk, low trust activities, and build risk and trust into the activities slowly and carefully. Evaluate your group carefully, if there are those that start to hesitate, go back to a lower risk element until they gain confidence in themselves and the group. (see **game sequencing** for more details)
6. Pay close attention to the weather. In a group of trees, with wire cables strung all around is not the place to be in a thunderstorm. If it is exceptionally hot, make sure that water is available and used often during the activities. Basically, use your natural common sense and you'll be fine.

### **GAME SEQUENCING**

As you begin with a new group in Rob World, there is very little trust, and knowledge of the members of the group. By sequencing your games/activities, you can raise the initial no-trust situation in to a high-trust one. Sequencing simply means to move from a position of low-trust to one of high-trust. The rule is to start out slowly and evaluate the group often as you progress from icebreakers to problem solving initiatives. Even in a group that has been together or a while, and has developed some trust, it is always a good idea to start with a low-trust activity or two to remind the campers exactly what their responsibilities are when in a Rob World situation. So, here we go with the game sequencing guidelines: If the games in the examples are not familiar to you, ask some other counselors what they are, or look in a book such as Play It, Cowstails and Cobras, or Silver Bullets, all of which have games arranged by the categories listed below.

### **1. Ice Breakers / Acquaintance activities**

These games are designed to get the group to begin to get to know each other. They involve learning each others' names and becoming comfortable with looking at each other.

EXAMPLES: Name games, Group Juggling, Tag games, even calisthenics.

### **2. De-Inhibitor Activities**

Games that allow and encourage everyone to look and act silly without being embarrassed. Also, to begin to teach a sense of appropriate touch with all members of the group.

EXAMPLES: Ah-So-Ko, Evolution, Hog Calls.

### **3. Communication Activities**

These activities should continue to build the trust relationships in the whole group and to allow the group to communicate more effectively. They should help develop both listening and leadership skills. This is a good place to teach the Full Value Contract outlined in **spotting techniques**.

EXAMPLES: Mine field, yurt circles, trolley.

### **4. Trust Activities**

These should allow the participants to feel safe putting their safety in the hands of others. This is extremely important since all of the ropes activities involve spotting. At this point, All participants should fully develop unselfconscious touch. This means that boys and girls should feel comfortable spotting each other and not be skittish about touching each other in appropriate places for safety reasons. (see spotting techniques for more information about unselfconscious touch.) WITHOUT THE DEVELOPMENT OF TRUST AND UNSELFCONSCIOUS TOUCH, NO OTHER ACTIVITIES SHOULD BE ATTEMPTED! It is your responsibility as a leader to decide when this skill has been learned, and when the level of trust is high enough to continue.

EXAMPLES: Partner trust falls, Three person trust falls, Wind in the Willows, Levitation.

### **5. Decision-Making/Problem Solving/Initiative Activities**

Once a high level of trust, and communication and cooperation have become efficient, and supportive, then and only then is it appropriate to take groups onto the initiative activities inside Rob World. There should be some compromise involved in the decision making process. Once you have given the goals for the activity, and all participants know their responsibilities, your role should switch from leader to supervisor. Answer questions, observe spotters, make sure that the groups' decisions are safe, but try not to offer solutions or to take on the leadership role. This is your groups turn to show you that they've learned what you've been teaching them so far. Sit back, relax, and have fun!

EXAMPLES: Spider Web, Nitro Crossing, Walls, All Aboard.

It may seem like it takes forever to get to the fun activities that everyone wants to get to, but remember, these are general guidelines. The key is to know your group well enough to know what they are capable of, both emotionally and physically.

## **SPOTTING TECHNIQUES**

Spotting in a low ropes course is a human safety net that is provided by some members of the group to insure that the actively moving members of the group are protected throughout the duration of the activity. Falling off things in Rob World is to be expected. If spotting is being done correctly, these falls will be injury free and most likely hilariously funny.

The primary goal of spotting is to protect the head and upper body of the participant through physical support. The object is to break a fall, not to catch the person falling. This is an important distinction. If both the spotter and the faller wind up on the ground, uninjured, then the spotter has successfully done their job!! This should be communicated to all participants!! It is crucial that they understand this distinction!!! Enough said. On to techniques...

### **1. Full Value Contract**

A Full Value contract is a verbal agreement between participants and spotters that insures that both parties are concentrating on the task at hand, and will continue to do so until both people are safely off the element or initiative. It goes something like this.

Participant: "I'm going for it!"

Spotter: "I'm here for you!"

Participant: "Falling?"

Spotter: "Fall away."

This contract or a similar one, should be used in all Trust building activities and initiatives. In some cases, partner trust falls, Wind in the willows, and High Trust falls, the spotters will know exactly when the faller is going to fall. However, in most cases, such as the walls, meat grinder, and spider web, falls can happen at any time, so once a spotter has said Fall away, that means that their undivided attention is focused on the activity and their needs become secondary to the needs of the participant.

It is your responsibility as leader to make sure that the Full Value Contract is used and understood by all members of your group.



## 2. Spotter Position

1. Spotters should stand with their feet shoulder width apart, knees slightly bent, arms up at shoulder height (unless doing a high trust fall, see specific instructions for that element), with their fingers slightly bent and relaxed.
2. Spotters should follow the movement of the participants with both their eyes and their bodies.
3. Rotate spotters periodically, and make sure that spotters are used to spot appropriately sized participants. The big people should not do all the spotting.

## 3. The importance of Spotting

The spotters' job is the most important one in Rob World. Without proper spotting techniques and spotters who are committed to helping the group by their involvement, no group should attempt any Rob World Activity. ***JOKING ABOUT NOT CATCHING/ BREAKING SOMEONE'S FALL IS NOT FUNNY AND HAS NO PLACE ON A ROPES COURSE!*** If any member of your group makes comments such as this, they should be removed from the group immediately and not let back in until they have sincerely apologized for their behavior. One joke like this can destroy the trust you've worked so hard to establish!

## PARTING COMMENTS

Rob World is a great place to go with your campers to have fun, get to know each other, build trust and gain some self-awareness. Remember that as you go through the rules and the spotting techniques and the Contract. All these elements are important, but if the kids are not having fun learning them, then our goals are not being met! What follows are the goals and specific spotting/safety guidelines for each element in Rob world. Please read them before you take a group through the Course. They will help you to be safe and have as much fun as possible.

**THE BOX:** The 4x4 foot square box located by the spider web.

**Task:** Have all participants stand on the box. Once they are all on, have them arrange themselves in some order, alphabetical, height, age, etc., without stepping off the box.

### Instructor's Role:

Check for unsafe ground cover. Allow the group to come up with a solution without your help. Interfere only for safety reasons, or to aid in involving the entire group in the solution.

### Spotting:

Spotting can be minimal on this activity. The Instructor may serve as the sole spotter and help those who are actively moving.

### Variations:

1. Do not allow participants to cross over at the corners. This requires additional spotters. A minimum of 1 per side of the box.
2. If someone steps off the box, give them a handicap: blindfold them, don't let them use one arm, make them stand on one leg, etc.

## ALL ABOARD

A two-foot by two-foot platform, which can be either permanently installed in the ground, or built on 4"X4"s to provide portability.

**Task:** To see how many group members can balance on the platform without piling themselves on top of one another, for a period of five seconds. Participants cannot touch the ground with any part of their body.

### Instructor's Role:

- A. Check the area for unsafe ground cover.
- B. Clearly present the problem, review spotting requirements, and answer questions before the group begins the task.
- C. Insist on additional spotters if a group has participants on the shoulders of other members.
- D. Participants' Responsibilities:
- E. To be aware of the strength and body size of group members, and agree not to have members lifting, supporting, or being supported in a manner in which they are not comfortable.
- F. Agree not to attempt a solution that does not provide the group with, adequate spotting.
- G. Agree to give assistance to any and all group members who might need it.

### Variations:

Have the group discuss and develop a strategy and then try it nonverbally.

## SPIDER'S WEB

A prefabricated web strung between two trees 10-14 feet apart made up of 14 to 17 open web sections. The web may be constructed from a variety of small ropes, twine, and bungee cord. Many have been constructed to be removable. The top of the web should be no more than 7 feet in height.

**Task:** To pass each member of the group through a separate web opening without letting any part of the body touch any part of the web. Once a member uses an opening, that section is closed to further passage. If a participant on the opposite side of the web

touches, that person has to return to the beginning side, and the section which they went through remains closed. Participants cannot be passed over or under the web.

**Instructor's Role:**

- A. Check the area for unsafe ground cover; i.e., broken glass, dead limbs, and punji sticks.
- B. Present the problem clearly, review spotting requirements, and answer questions before the group begins the task.

**Participants' Responsibility:**

- A. To be an active member of the group.
- B. To give support to fellow group members both physically (spotting and passing) and emotionally (supporting and contributing ideas).
- C. To never drop or let go of a participant because someone touched the web.

**Variations:**

- A. If *anyone* touches the web, the whole group returns.
- B. If there are more people than spaces, one or two spaces can be chosen for two group members to pass through, but once chosen, these spaces cannot be changed.

**NITRO CROSSING**

A spliced loop swing rope is suspended from a limb or cable. "Trip wires" are positioned at the beginning and end of the problem, usually about a foot off the ground.

**Task:** The group has to obtain the rope using any resource found within the group and cross the area bordered by the trip wires without touching the ground. At some point during the activity the group must carry a #10 can (or similar container) filled 7/8 full with water (nitro), without spilling a drop. Once across, participants can only spot — they cannot return to give any assistance. If a trip wire is knocked down, the whole group must return. If any water spills, the whole group must also return, but if a group member touches the ground while swinging, only that person must return.

**Instructor's Role:**

- A. Check the area for unsafe ground cover.
- B. Present the problem, review spotting requirements, and answer questions before the group begins the task.
- C. Check the rope to make sure it is sound.
- D. Spot the first couple of people swinging across the bordered area or until enough group members have crossed and can provide spotting.
- E. Do not allow diving or jumping for the rope.

**Participants' Responsibilities:**

- A. Agree not to use excessive force to swing members across the no-touch area.
- B. Agree to encourage and support each person's swinging effort. Avoid coercing individuals into trying this activity.

**Variations:**

If any group member touches, everyone returns to the start.

**THE WALL**

A smooth surfaced wall, usually ranging from 9 to 12 feet in height, which may be nailed to 4, 4"x4" cross supports, or have a platform built out from the second 4'x4' from the top. A means of descent must be provided on the back side.

**Task:** Using all its members, the group must get everyone up and over the wall starting on the smooth surfaced side. The group may have three persons on the top of the wall, assisting a fourth person up and over. The sides of the wall and support trees or poles cannot be used. Articles of clothing are generally not used but see Variations.

**Instructor's Role:**

- A. Check area for unsafe ground cover.
- B. Inspect trees and support braces for soundness. Check wall surface for deterioration.
- C. Affix the descending rope behind the wall, or if it's a permanent attachment, check the rope for soundness.
- D. Make sure that the top and face of the wall are smooth and free of splinters.
- E. Make sure that no nails are protruding from the wall.
- F. Check wall related structures for soundness - platforms, braces, railings, support ropes, ladders.
- G. Review spotting procedures, and remind the group of the importance of group spotting due to the height of the obstacle.
- H. Secure a commitment from the group to pay particular attention to spotting the back side of the wall.
- I. Stress the importance of spotting an individual throughout the entire task.
- J. Stress proper lifting and support, especially when participants are standing on other participant's shoulders or are being lifted up to that position.

- K. Gain a commitment from the group to pay particular attention to spotting the last two members, especially if they are to try a running and jumping attempt.
- L. Do not allow the group to use belts, shoelaces, or other articles of clothing that might not support the heavier members of the group.

**Participant's Responsibilities:**

- A. Agree to support everyone's effort and to spot each participant from the beginning of starting the wall, while on the top, and all the way down the back side.
- B. Agree to have only three people on top of the wall and one in transition.
- C. Agree to have an appropriate number of spotters on the front and back of the wall at all times with their focus being on spotting only.
- D. Agree not to hang the next-to-last individual by the legs in order to reach the last member of the group.

**TRUST FALL**

A platform from which an individual falls backwards into the arms of spotters. The top level is 4' high, next level 3' and the last level in which you should fall from is 2'.

**Group Size:**

One person doing the falling (faller), with a minimum of eight catchers (spotters).

**Instructor's Role:**

- A. Check area for unsafe ground cover; i.e., dead limbs, roots, stumps, etc.
- B. Inspect platform for soundness.
- C. Present the task, and review all spotting requirements.
- D. Never be the first person to fall.
- E. Be sure the group goes through a series of warm-up exercises leading into this activity.
- F. Only do this activity when a group is ready.
- G. Make sure all jewelry, watches, pencils, and pens are removed from all participants.

**Spotters' Knowledge:**

- A. Clear understanding of what the activity entails from their standpoint as spotters and to buy into this experience.
- B. Understanding of the strongest catching position:
  - Knees are flexed.
  - Arms are extended and bent at the elbows with palms facing up.
  - Feet situated so that if a spotter is on the left side (facing the platform or stump), his/her right foot is extended in front of the left by 10 to 12 inches.
  - Feet are at shoulder width.
  - Arms alternate with the spotter opposite, and each spotter's fingertips extend to the opposite spotter's elbows.
- C. Attention is focused on the faller at all times.
- D. Upon catching a faller, spotters need to pay close attention to the faller until she/he is in an upright, standing position on the ground, and, if needed, the spotters should assist the faller to that position.
- E. Spotters communicate with the fallers and let them know when they're ready.

**Participants' Responsibilities:**

- A. Agree with the spotters on a series of commands by which fallers' alert spotters of their intention to fall, and only to fall when spotters give the command "Fall."
- B. Maintain a rigid position with head slightly back. Fallers draw their hands, fingers interlocked, into their chests in a firm grip, or use some alternate hand fixing system.
- C. Line up at the direction of a spotter and fall without going into a pike position.
- D. Upon falling and being caught, fallers allow themselves to be raised to an upright position, keeping their knees slightly flexed.

**UP AND OVER**

A large diameter car tire (usually 15"-16") is placed over a pole, which is 12 feet out of the ground.

**Task:** Utilizing all group members, remove the tire from the pole, place it on the ground, and then place it back on the pole.

- A. The tire should always have contact with the members hand once in the air and should not be thrown off the pole or tried to be thrown back onto the pole.

**Instructor's Role:**

- A. Check the area for unsafe ground cover.
- B. Clearly present the problem, review spotting requirements and answer questions before the group begins the task.
- C. Make sure dirt, leaves, twigs, and water, are out of the tire's cavity before activity begins.
- D. Check soundness of pole.
- E. Review with the group how to support another's weight in such a manner as to reduce strain on participants' back.

### **Participants' Responsibilities:**

- A. Agree to carefully monitor, spot, and support all group members.
- B. Evaluate footwear and remove it if it will damage participant's clothing and/or shoulders.

### Port Hole

#### **Task:**

For a group to pass each participant through the tire. Once through the tire, a participant is not allowed to return to the start and help, except as a spotter.

#### **Instructor's Role:**

- A. Check the area for unsafe ground cover.
- B. Clearly present the problem, review spotting requirements, and answer questions before the group begins the task.
- C. Remove twigs, leaves and other debris from inside the tire.

### **Participants' Responsibility:**

- A. Agree to spot each individual passing through the tire until they are placed on the ground.
- B. Agree to be in the correct spotting position to assist the first and last person through the tire.

### Variations

- A. To go through the tire with only one participant touching the tire.
- B. For an easier variation, remove the rule against assisting the last several members through the tire.

### Whale Watch

#### **Task:**

Split your group in half and position each half at opposite ends of the platform (ship). Entering only from the ends of the ship, get everyone onto the ship without it touching the ground. You want to get the whole group to enter the ship and see how long they can hold the ship up off the ground.

#### **Instructor's Role:**

- A. Check the area for unsafe ground cover.
- B. Clearly present the problem, and answer questions before the group begins the task.
- C. Show the area's to keep participants feet away from and monitor those area so their feet do not get caught under the ship.
- D. Remove any debris from the platform
- E. Make sure the platform is safely on the 6'x6'.

### Participants' Role

- A. Agree to watch others and their toes so they don't get caught under the platform.
- B. Help others keep balance and support them if they need it.
- C. Agree not to leap off of the platform.

### Variations

- A. Once the two groups are on opposite ends of the board have them change ends without letting the platform make contact with the ground.
- B. Have the group start on just the perimeter of the platform and then make a 360° rotation without letting the platform make contact with the ground.
- C. With the entire group balanced on the platform, everyone must abandon ship with out allowing the platform to touch the ground. **\*\*No leaping off\*\***

### **HORIZONTAL CLIMBING WALL**

- Supervision is required
- Remove all jewelry – necklaces, bracelets, watches, dangly earrings, and other such jewelry that could get caught on equipment and present a hazard.
- Shoes are required for climbing.
- Climb Safely: No feet about the red line
- Step down from the wall. No jumping.
- Step away from the woodchips upon completion of your climb.
- Avoid walking underneath other climbers on the wall.
- Maintain at least 3 points of contact with the wall at all times.
- Have fun!