



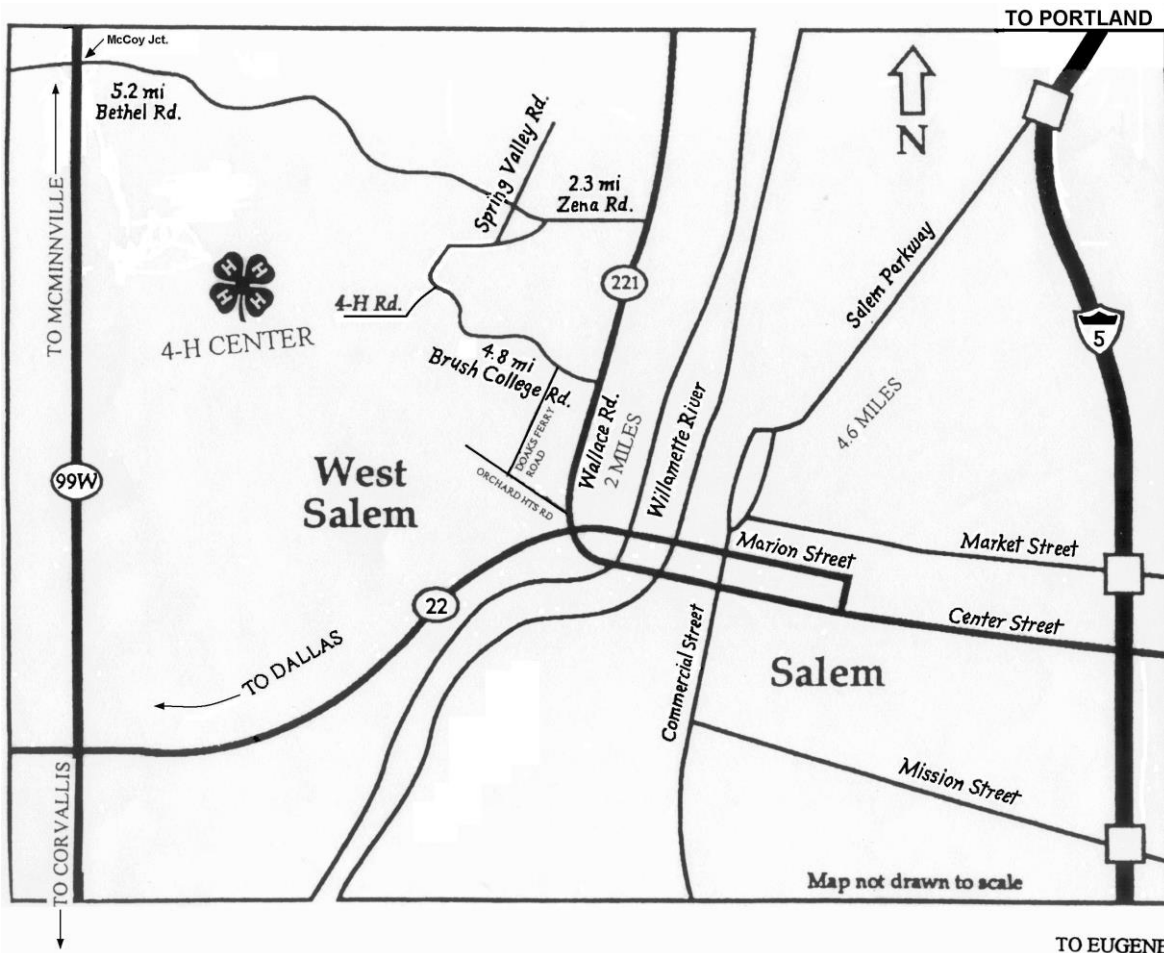
Oregon 4-H Center

Summer Camp policies and procedures

3/22/2018

Oregon 4-H Center

5390 4-H Road NW
Salem OR 97304
503-371-7920



INTRODUCTION

Welcome to the Oregon 4-H Center! We are happy you have chosen our facility for your camp program. Your Camp Director is the person in charge of your group and will act as liaison during your stay with us.

Building Use and Care

When buildings are not in use lights and heaters should be turned off. Please be sure that furnishings are not moved around, out of, or between buildings. This includes deck chairs, mattresses, and picnic tables.

The restrooms are to be cleaned and stocked with paper products and soap by your group daily. Please help us serve you by reporting any maintenance issues or disrepair. A 4-H Center staff member is on-call every night in case of an emergency. The name and phone number of the staff member on call is posted at the office and various locations around camp.

Supervision

We are an ACA accredited camp and ask all our guests to adopt an adequate cabin/living unit supervision ratio. This will help avoid injuries and protect furnishing and buildings. The American Camp Association endorses the following minimum ratio of program staff to campers:

| <u>Camper Age</u> | <u>Staff</u> | | <u>Campers</u> |
|-------------------|--------------|----|----------------|
| 4-5 years | 1 | to | 5 |
| 6-8 years | 1 | to | 6 |
| 9-14 years | 1 | to | 8 |
| 15-18 years | 1 | to | 10 |

Program Resources

SCAMP: The information in this section will guide you in filling out the Summer Camp Activity Management Plan (SCAMP). Summer Camp directors will be given a SCAMP in the spring to fill out and return. The SCAMP will help you to plan your activities and provide with the means of making sure that your camp is a successful and enjoyable event.

Waterfront Activities: We offer two waterfront facilities, the T.J. Starker Swimming Pool, and Pagoda Pond for watercraft and catch-and-release fishing. All waterfront activities must be scheduled and confirmed at least two weeks in advance to facilitate lifeguard schedules.

If you have requested waterfront activities, please note the times scheduled on your Use Agreement and contact the Center Office immediately if you wish to change them. It may not be possible to reschedule times after arrival at the 4-H Center.

Swimming, diving, and wading are prohibited at all 4-H Center ponds and waterways. An adult who can swim must be present with children and teens who wish to fish or explore the ponds. If persons in wheelchairs are near bodies of water any seat belts or ties should be removed.

Each group must also supply Lifeguard Helpers (adults or older teen staff members) to assist the Center lifeguard in watching aquatic activities and to assist us in maintaining a safe environment at the pool or canoe pond. A copy of the position description for these staff members is included in the Appendices.

Number of helpers needed at pool (State Health rules require 1 helper for every 10 campers, or fraction thereof and 1 lifeguard for every 25)

| Number of Aquatics Participants | Number of Lifeguard Helpers Required |
|---------------------------------|--------------------------------------|
| 1-20 | 2 |
| 21-30 | 3 |
| 31-40 | 4 |
| 41-50 | 5 |
| 51-60 | 6 |
| 61-70 | 7 |

Watercraft: There are six canoes available at Pagoda Pond. All watercraft are equipped with Coast Guard approved life jackets and two paddles and may only be used when a certified lifeguard is on duty. All adults and youth **must wear** fully fastened life jackets when in watercraft. A copy of the "Rules for Use of Watercraft at Pagoda Pond" will be provided if your group makes arrangement to use the canoes.

Fishing: The Pagoda Pond is stocked with hundreds of rainbow trout each year for you to enjoy. However, no fishing is allowed when watercraft are in use. We operate with a "catch-and-release program". Please be sure to use only barbless hooks.

First Aid: A person currently certified in American Red Cross Standard First Aid or the equivalent should be on site for the duration of all programs. Center staff is not responsible for providing first aid.

Firewood, Fire Circles, fireplaces

If you wish to have a campfire or use a fireplace, please notify the 4-H Center Office prior to arrival on site so we may stock firewood for your use. The 4-H Center will provide enough firewood for a campfire each evening.

Campfires are to be built within designated fire rings only. Fire rings are located at the Amphitheater, Turkey Flats, Weyerhauser Learning Shelter, Horse Camp, and John Gray Hall. Each fire ring must be equipped with a 5 gallon bucket filled with water. If the bucket is missing, notify us and we will happily provide one for you. The fire must be completely out before the last adult guest leaves the fire area.

We reserve the right to ban open flame fires at any time for fire safety.

Risk Management Planning

All resident 4-H groups are required to have a risk management plan. It is strongly recommended that groups with the majority of their participants under 21 years of age develop a risk management plan prior to arriving at the 4-H Center.

Risk management is more than a plan to deal with emergencies after they happen. Risk management also means following procedures that help reduce the chance that an emergency will take place. 4-H Center policies for an unknown visitor, vehicle use, firearms, explosives, flammable materials, and hand and power tools deal with risk reduction and are contained herein. Group compliance with these policies will help protect all program participants.

The Camp Health Officer and OHD Requirements: Industry standards require each resident youth camp to have a Camp Health Officer. Adults holding a current certificate for the completion of the American Red Cross community first-aid and safety course or equivalent and a current certificate for the completion of a course for adult, child and infant cardiopulmonary resuscitation may serve as health services staff provided 1) the users of the camp are coming as an organized group such as a school class, or a church group or a scout group; and 2) the program is for a period of three nights or less or is a day camp program.

The Camp Health Officer will be given keys to the Health Center Infirmary and medicine cabinet. All medicine, including aspirin, vitamins or any other over the counter meds, must be labeled and kept locked in the medicine cabinet. There is also a small refrigerator in the Health Center. When medication must be kept under refrigeration the Camp Health Officer or Camp Nurse should lock the Health Center door when not in residence. Groups may want to stock a bee sting kit or epi-pen.

Report accidents requiring a hospital or doctor visit to the 4-H Center Office. Copies of all your medical or accident reports will be required for our files.

Unknown Visitor: during youth programs, a 4-H Center Staff member will accompany authorized visitors. Whenever possible, tours will be scheduled by the 4-H Center Office when programs are not in session. If an unknown person is seen in your area, ask them to return to their use area or to the 4-H Center Office. Then inform the 4-H Center Staff, via radio, that you are sending an unknown visitor to the Center Office.

Please help us to enforce this policy.
It is for the security of all program participants.

Designated Emergency Transportation: At least one vehicle belonging to a group member must be designated and available at all times to transport persons needing medical assistance beyond that which the Camp Health Officer can provide. The designated emergency vehicle may be parked near the Health Center and should have an adequate supply of gas to reach Salem. All the group's staff should know the location of the keys. It is recommended that a staff member other than the Camp Health Officer, Camp Director, or Group Leader be the designated vehicle driver. When planning for the emergency transportation of a group member, the Group Leader should consider which staff member or members:

- Know the route to the hospital or urgent care center
- Can care for an injured individual's needs in a stressful situation
- Can fill out and sign hospital insurance forms
- Can leave camp for a 3-6 hour period without disrupting program activities

In the event that no designated group member vehicle and no ambulance service is available the 4-H Center Manager is the only person who can authorize use of a 4-H Center vehicle to transport group members.

Motorcycles, Off-Road Vehicles: Motorcycles, off-road vehicles, are prohibited. Trails are maintained for use by foot or horseback only. Transportation of group members – especially youth – in vehicles not designated for passengers, is prohibited. Seat belts must be worn in vehicles.

Firearms and Ammunition: Youth programs planning to bring air rifles as part of an educational shooting sports program must notify the 4-H Center Manager prior to arrival. Guns must be stored under lock in a location separate from the ammunition. There is no hunting allowed on the Center property. See the section on shooting sports.

Explosive, Flammable or Poisonous Materials: If you plan to do an activity involving flammable items we will work with you to select an appropriate site for the activity and provide extra fire protection. These activities could include candle making that requires flammable, explosive, or poisonous materials. You must notify the 4-H Center Office at least two weeks in advance. Any flammable materials used for any part of the program must be stored in covered, safe, plainly labeled containers. Only persons experienced in their use must handle flammable materials. All these materials must be stored in locations separate from food. Fireworks, containers of gasoline, and containers of kerosene are prohibited. Candles are prohibited except in designated fire circles, fireplaces and fire pits.

Hand and Power Tools: Hand and power tools used in group program activities must be provided with necessary safety devices and used according to manufacturer's instructions. Tools must be maintained in good repair and used only by persons experienced in their safe use.

Shooting Sports

Archery is an important part of the summer camp experience for many youth and children. We provide an archery range which is available to groups under strict conditions. The Oregon Administrative Rules Chapter 333 of the Oregon Health Division sites the following guidelines:

The 4-H Center archery range and equipment are available for use by resident groups who have made arrangements for a current 4-H Master Shooting Sports Leader or National Archery Association (minimum level 1 certified) instructor to lead their activities.

EMERGENCY PLAN DEVELOPMENT

Emergency phone numbers are posted by all telephones

- Call 911 for Emergency Assistance.
- Tell the 911 operator the following information.

**“This is The Oregon 4-H Center –
5390 4-H Road Northwest –
Off Brush College Road –
In Northwest Salem, in the “Spring Valley Fire and Ambulance District”**

After-hours phone numbers for the 4-H Center staff are posted in the Center Office’s Information Window. The Center Manager lives at the “staff residence” on 4-H Road below the entrance gate. If the Manager cannot be reached by phone, please drive or walk to the staff residence.

Fire and Evacuation Drill: All resident groups should be prepared for emergency evacuation in case of fire, natural disasters, and other emergencies. It is recommended that each resident group hold an evacuation drill on their first day at the 4-H Center. The date and time of the drill should be confirmed with the 4-H Center Office at least one week before the program so we may notify the local fire district and avoid a false alarm call.

To conduct an evacuation drill sound the siren and bell following the procedure outlined under “Action Plan in Case of Emergency Evacuation.” All group members should meet at the parking lot. The Group Leader will verify that all are present. If people are missing, two responsible adults should conduct a quick sweep of the area where people have been to ensure that all missing persons are located and sent to the parking lot. Group members are released from the parking lot when the all-clear siren is sounded. This will be a series of short blasts.

Emergency Plan Guidelines: Each resident youth camp group should have an emergency plan outlining procedures in case of wind storms, earthquakes, wildfire, animal bites, transportation emergencies, lost camper, severe illness, and injury. This plan should be in writing; the 4-H Center’s emergency plan will provide a guide for the group plan. The plan must be available to the group staff. A copy should be provided to the 4-H Center staff at check-in time.

ACTION PLAN

For Lost, Missing or Runaway Person

The report of a lost, missing or runaway person should be made without delay to the Group Leader. If the person is still missing after a reasonable effort to locate him/her, the Group Leader will notify the 4-H Center staff.

Your written emergency plan should include information on how you will conduct a search, and when to notify law enforcement officials, organization leadership, and parents. Your staff must be made aware of the plan. They must know who will have written copies of the plan available while the group is at the 4-H Center.

In Case of Emergency Evacuation

The report of any fire should be made without delay to the Center staff. If a staff member cannot be located immediately, the Group Leader will call 911 using the following information.

- Tell the 911 operator the following information.

**“This is The Oregon 4-H Center –
5390 4-H Road Northwest –
Off Brush College Road –
In Northwest Salem, in the Spring Valley Fire and Ambulance
District”**

Your group’s written emergency plan should call for a designated person to turn on the fire siren and ring the bell continuously and call “FIRE – FIRE – FIRE. . .” for ten minutes. The bell is located near the chapel. The siren switch is above and right of the entrance to the pantry. An air horn may be substituted for the siren.

When the evacuation alarm sounds all guest cars must be left where they are parked. The evacuation must be on foot. All group members will go to the main parking lot by the Starker Swimming Pool using the safest route. At the parking lot assemble group members by cabin or living groups. Verify that all groups are present by checking the complete list of participants. The Camp Health Officer will carry out all medical records, prescription drugs and basic First Aid supplies.

The group will move through the fields above the 4-H Road to the “staff residence” site avoiding the gravel roads. The roads must be available for emergency vehicles.

There are areas of the 325+ acres where the fire siren and bell cannot be heard. Your written emergency plan should call for notifying the 4-H Center Staff of any persons missing at the parking lot assembly area and where these persons can most likely be found. The Group Leader should know, at all times, where the group’s staff and campers are.

In the event of an evacuation emergency, everyone must be located.

DINING HALL PROCEDURES FOR FAMILY STYLE MEALS

1. For each meal scheduled groups are asked to provide a crew to ready the tables for the meal. A dining hall crew consisting of at least one adult supervisor and one camper per table is required. The adult supervisor should be familiar with the procedures that follow.
2. The dining hall crew should arrive at the dining hall in time to have the tables completely set before the meal time.
3. For family-style meals, two tables are placed together and 10 chairs are arranged around the tables. Set only enough tables to seat your group.
4. The dishes, glasses, and silver needed for the meal are posted on the "whiteboard". All these items are located in cupboards and racks in the dining hall. Don't forget napkins, salt, and pepper. Campers may follow the posted picture signs on the dining hall wall for placing items on the table in their correct locations. When everything else is ready, the kitchen staff will place the cold foods on the serving counter. Please place one of each item on each table.
5. The rest of the campers may come into the dining hall when all the tables have been set. At the first meal, Center staff will orient the group to the dining hall procedures. *Plan an extra 15 minutes into your first meal schedule to allow for this orientation.*
6. At least one staff member should sit at each table. Each table should also have a "gofer". The "gofer" is the person who will pick up the food platters and serving bowls at the serving counter and bring them to the tables. They will also pick up seconds and deserts.
7. The crew chief should be at the serving counter to hand the food platters to the "gofers" as they arrive. To avoid spilling food each "gofer" may carry only one serving dish at a time.
8. It is often helpful for an additional staff person to be available to assist the crew chief at the serving counter. This person keeps one single file line of "gofers" moving to the serving table to pick up food, and then back to the tables. The "gofers" should return to the serving tables until they have taken one of each food item to their table.
9. All serving dishes are to be returned to the serving counter before after-meal songs, announcements, or activities occur.

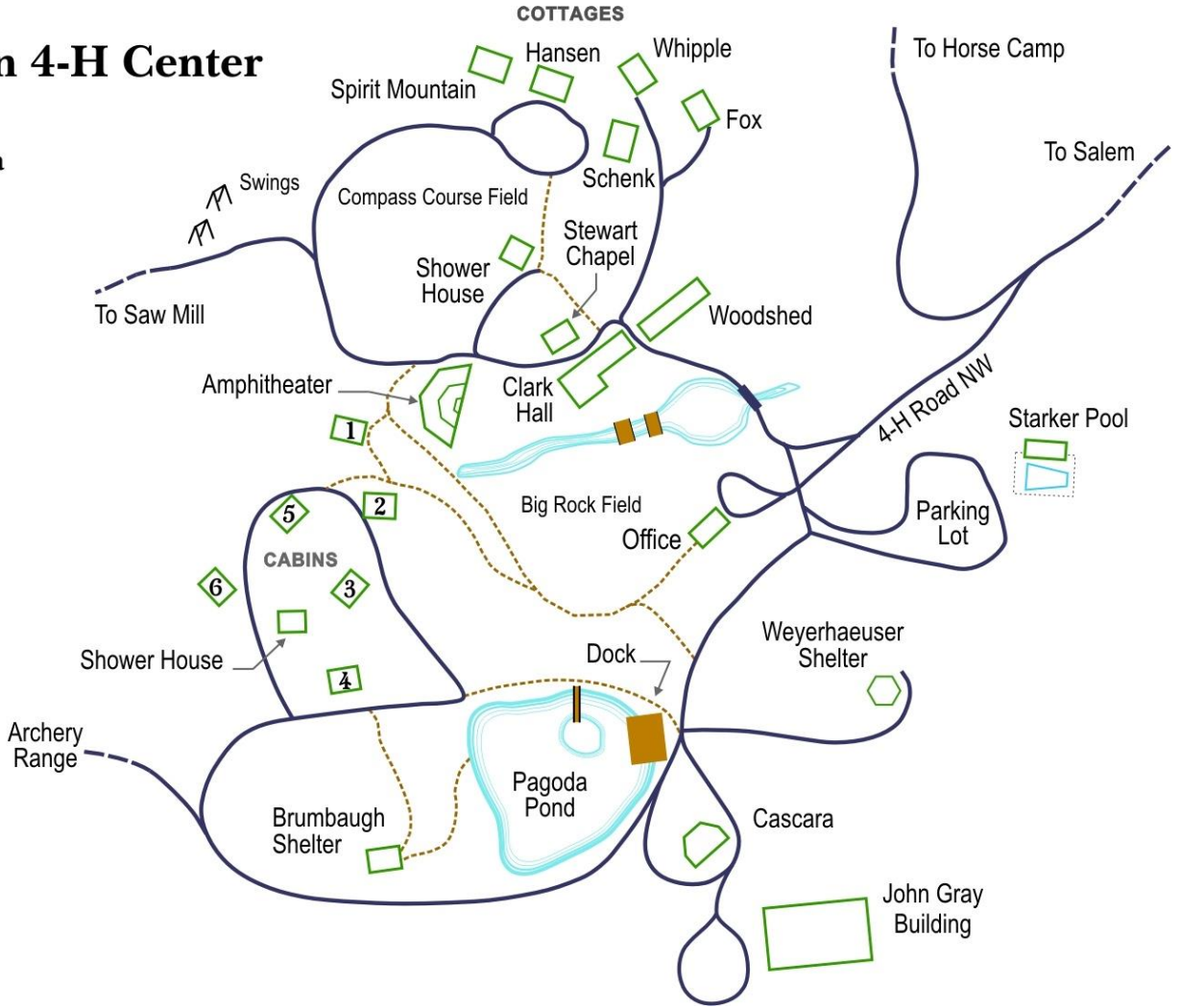
Oregon 4-H Center

Core Area

Road ———

Trail - - - - -

Bridge ———



WHAT TO BRING TO CAMP

When you are packing for your stay, take into consideration the type of camp you will be attending and pack the extra articles you will need to bring with you. If you are in doubt about whether it is appropriate to bring something, ask your camp director.

Things to bring with you:

- Sleeping bag or bed roll
- Pillow
- Night clothes
- Toothbrush & paste
- Brush, comb & shampoo
- Wash cloth & towel
- Personal toiletries
- Sun hat, sun block
- Flashlight
- Weather gear
- Personal medications
(In original container)
- Sturdy shoes
- Extra socks
- Light jacket or warm coat
- Seasonally appropriate clothing
- Personal-size water bottle
- Journal & pen or pencil
- Stationery & stamps (if appropriate)
- Camera

Thing to leave at home:

- Pets
- Electronic games and players
- All phones and devices
- Food (unless prior arrangements have been made)
- Matches, lighters, and other flammable material
- Firearms and weapons

LIFEGUARD HELPERS DESCRIPTION

Definition

Lifeguard helpers are adults or teen members over 18 of a camp group who are assigned to help the 4-H Center's lifeguard with watching aquatic activities and assist in maintaining a safe environment at the pool or canoe pond.

Helpers are Responsible to

4-H Center lifeguards – the lifeguard is the chief responsible party for all behavior at the pool or waterbody and has authority to stop activity at any time. Helpers should follow the lifeguards direction and lead at all times

4-H Center Manager – The Manger will assess issues after immediate action is taken.

Number of helpers needed at pool (State Health rules require 1 helper for every 10 or fraction thereof and 1 lifeguard for every 25)

At least one helper is required at the Canoe Pond and the pool for them to open.

Specific Responsibilities

- Learn the Center's Swimming Pool or Watercraft Rules and help the Center's lifeguard enforce them
- Before session begins, locate the pool telephone and list of emergency phone numbers or emergency radio at the canoe pond. Also, locate the first aid supplies and emergency rescue equipment. Ask the center lifeguard if you have any questions.
- Stand at the side of the pool or on the canoe dock or as assigned by the Center lifeguard and watch the aquatics activities. Helpers are not to be in the water participating with swimmers or canoers
- Notify the Center lifeguard of any unsafe conditions or behaviors.
- Provide names of campers to the Center lifeguard so that he/she can speak with them about their behavior.

SWIMMING POOL RULES AND REGULATIONS

1. Rental of the pool is by prior arrangement--even for resident camps. Two weeks notice is required. Unauthorized use of the pool may result in denial of a group's pool privileges.
2. Rental of the pool includes one certified lifeguard who is an employee of the Oregon State university per 25 users.
3. One lifeguard helper from the user group is required for every 10 or fewer swimmers. The helpers are under the direction of the 4-H Center lifeguard to help enforce safe conduct at the pool. The helpers must remain out of the water when they are on duty.
4. Pool users will use the buddy system to enable the lifeguard to quickly account for all swimmers. The lifeguard will hold a buddy check at least every 30 minutes.
5. Only swimsuits are allowed while swimming no cut offs or jeans
6. Pool users are required to shower before entering the pool. Suntan oil, lotion, etc. must be washed off before entering the pool.
7. NO FOOD OR BEVERAGE will be allowed inside the fenced pool area or inside the bath house. NO GLASS containers are allowed.
8. Smoking is not allowed.
9. Anyone appearing to be under the influence of alcohol or other drugs will be asked to leave the pool area.
10. Running or other dangerous horseplay around the pool is strictly prohibited.
11. Inner tubes, air mattresses and toys may be used but only at the lifeguard's discretion.
12. There are no lockers provided. All money and valuables should be stored in a safe place. The 4-H Center will not be responsible for any money or other valuables lost or stolen at the pool or any other location on the Center premises.
13. The lifeguard is on duty for the protection of the user group. His/her requests must be followed. If an unsafe situation exists and group members refuse to comply with requests to correct the problem, the lifeguard will close the pool.
14. In the event of an aquatic accident, the lifeguard on duty must complete a report at the 4-H Center office. Group members may be asked to provide information for the reports.
15. All swimmers must perform a swim check to assess their ability to swim.

WATERCRAFT RULES AT PAGODA POND

1. Watercraft rental is by prior arrangement. Two weeks notice is generally needed, even for resident camps. The watercraft rental fee is for a minimum of a two-hour block of time.
2. Watercraft rental includes one certified lifeguard who is an employee of the Oregon State University.
3. The lifeguard is on duty for the protection of the user group. His/Her requests must be followed. If an unsafe situation exists, and group members refuse to comply with requests to correct the problem, the lifeguard will close the watercraft session.
4. At least one observer from the group must be present at the pond to assist the lifeguard. No one may use watercraft until an observer is present. At the end of the session, the observer should help the lifeguard secure the canoes to the dock.
5. All boaters must wear fully-secured life jackets.
6. Loading/unloading of watercraft takes place only on the dock.
7. Maximum capacity of the canoes is 2 persons.
8. There is to be no water play (ramming or rocking canoes, splashing, standing in, or canoe changing).
9. No fishing when watercraft are in use.
10. Anyone appearing to be under the influence of alcohol or drugs will be asked to leave the pond area.
11. In the event of an aquatic accident, the lifeguard on duty must complete a report at the Center office. Group members may be asked to provide information for the reports.
12. If a canoer falls into the pond, the lifeguard will take the necessary steps to rescue the individual by:
 1. Instructing person to hang on to canoe & return to dock
 2. Throwing the ring buoy to the person and tow them in
 3. Entering the water to bring person to land
 4. Notifying the Center Office of the situation
13. The Office will contact the Health Care provider or other emergency personnel as needed.

USING THE HORSE CAMP

The Horse Camp is available for rental groups to bring their own horses from mid-May through September. Tie stalls, rustic bunkhouses, a meeting area in the barn, kitchen, picnic tables, water, toilets, fields, and a variety of trails are provided.

The Horse Camp is also available for day use by school or family groups and for primitive camping. Recreational vehicle hook-ups are not provided. Trails are maintained for use on foot or horseback only; motorcycles, and off-road vehicles are prohibited.

When arriving at the 4-H Center with a horse trailer, go directly to the lower barn area using the right-hand entrance gate. After unhitching the horse trailer the Group Leader is expected to come to the 4-H Center Office to check-in.

The 4-H Center recommend that group leaders adopt the American Camping Association program standards for horseback riding which require the following safety apparel to be in use by campers and staff:

- Shoes or boots which provide protection from injury
- Long trousers
- Protective head gear (which must be constructed so as to minimize injury in the event of a fall, fit the rider comfortably, not obscure, and be secured by a safety harness or strong chin strap)

For the health and safety of our guests horses are not permitted in the Core Area. This includes the Starker Swimming Pool, parking lot, Clark Dining Hall, Stewart Chapel, learning shelters, Cascara Lodge, Cottage area, Cabin area, and Turkey Flat. During the summer horses are not permitted on the road through Oak Grove to the YMCA Day Camp.

Groups must bring their own feed, hay, wheelbarrows, and cleaning tools. Use bedding in the tie-stalls sparingly. Please be sure to properly clean the stalls before leaving to avoid a cleaning fee of \$40.00 per hour.

While at the Horse Camp please ask your campers to follow these rules:

- Park cars in designated areas
- No smoking
- No sitting on horses in the tie-stalls
- Walk your horse in the camp area
- Everyone be responsible for their own stall cleaning
- Dump manure only in the designated area
- Take home unused feed, hay, and bedding
- Drain and clean the stock tank
- Do not tie horses to any water pipes or buildings
- Leave the area cleaner than you found it
- Participants shall **only** be transported in areas of vehicles designed for passengers and which contain one seat belt per person

Horse Camp group leaders will find additional important program planning information in the following sections: **General Guest Information, Program Resources, and Risk Management Planning.**