

**FAU**  

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**PINE JOG ENVIRONMENTAL  
EDUCATION CENTER**  
College of Education  
Florida Atlantic University

**Everglades Youth Conservation Camp**  
12100 Seminole Pratt Whitey Rd.  
West Palm Beach, FL 33412  
Phone: 561-624-6929 • Fax 561-624-6928

To Whom It May Concern:

Thank you for your interest in renting the facilities at The Everglades Youth Conservation Camp.

Please find the enclosed forms that provide information regarding reservations, rates, policies and procedures, terms of the agreement and check in/out procedures. I hope that you will find them useful and informative.

Please note that to reserve all or part of the facility your group will need to review, complete and return the following:

- The Reservation Form.
- The Assumption of Risk form to be signed by all participants. For those under the age of 18 a parent or legal guardian must complete and sign this form.
- A completed and notarized Use Agreement.
- A certificate of Liability at a minimum level of \$100,000 per person, \$200,000 per occurrence, or evidence of a bond or security at that level.
- A security deposit of \$100 or 20% of the total rental fee (whichever is greater). Please make checks payable to **FLORIDA ATLANTIC UNIVERSITY**.
- Proper certification of qualified individuals for supervision of those recreation areas to be used that are designated with \*\* on the Reservation Form.

Again, thank you for your interest in reserving the facilities at The Everglades Youth Conservation Camp. We look forward to you having a wonderful experience enjoying the great outdoors in a fun, safe and educational environment. Should you have any questions, please feel free to contact me at (561) 686-6600 ext 421 and I will be happy to assist you.

Sincerely,

Christopher Hill  
Director  
Everglades Youth Conservation Camp



Everglades Youth Conservation Camp  
12100 Seminole Pratt Whitney Road  
West Palm Beach • Florida • 33412  
Phone: 561-624-6929 • 561-624-6928

## **Reservation Form**

Name of Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Phone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Date(s) camp requested: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Number of participants: adults \_\_\_\_\_ + children (over 3) \_\_\_\_\_ = \_\_\_\_\_

**Please check all that apply for your group:**

- \_\_\_\_\_ Cabins (\$10 per person per night)
- \_\_\_\_\_ Tents (\$7 per person per night)
- \_\_\_\_\_ Day only (\$4 per person per day)
- \_\_\_\_\_ Dining Hall (\$100)
- \_\_\_\_\_ Kitchen (\$100 per day with Certified Professional Food Manager provided by group)
- \_\_\_\_\_ Campfire Island (\$25 per night)
- \_\_\_\_\_ Portable Classroom (\$50 per day)

**Recreation Areas (\*\* Group must provide person with proper certification to supervise):**

\_\_\_ Pavilion \_\_\_ Swimming Area\*\* \_\_\_ Range\*\* \_\_\_ Canoe Area\*\* \_\_\_ Fishing Area \_\_\_ Hungryland Hiking

**Meals:**

- \_\_\_\_\_ Cooking outdoors using our own equipment and supplies
- \_\_\_\_\_ Providing Certified Professional Food Manager and designated kitchen staff
- \_\_\_\_\_ Contacting Christopher Hill for meal rates and menus

***ENCLOSED IS THE USE AGREEMENT, POLICIES AND PROCEDURES AND OPERATING PROCEDURES FOR SPECIFIC USE OF PROGRAM AREAS. PLEASE READ THESE MATERIALS CAREFULLY! YOU MUST RETURN THE RESERVATION FORM, USE AGREEMENT AND DEPOSIT 60 DAYS PRIOR TO USE.***

***MAKE DEPOSIT CHECKS PAYABLE TO: Florida Atlantic University***

Please note: If your group is less than 100, you may be scheduled with another group. Groups are scheduled on a first-come, first-served basis.

**Please return this form with deposit to:**

Christopher Hill  
6301 Summit Blvd.  
West Palm Beach, FL 33415



Everglades Youth Conservation Camp  
12100 Seminole Pratt Whitney Road  
West Palm Beach • Florida • 33412  
Phone: 561-624-6929 • 561-624-6928

### **Rental Rates**

Day Use:	\$4 per person per day
Tent Area:	\$7 per person per night
Cabins:	\$10 per person per night
Dining Hall	\$100 per day
Kitchen	\$100 per day
Campfire Island	\$25 per night
Portable Classroom	\$50 per day

Rental includes access to the canoes, fishing and swimming areas. Your group must furnish your own supplies and certified supervision as per the use agreement.

The covered pavilion is available for use by your group.

\* Please note: If your group is under 100 participants, you may be scheduled with another group and must share the use of these areas.

**Kitchen:** Rental of kitchen is available at \$100 per day provided the cook is a Certified Professional Food Manager and completes an orientation prior to your visit.

### **Meal Rates**

*Please contact Christopher Hill for information on suggested food vendors.*

### **Security Deposit**

\$100 or 20% of total rental fee (whichever is greater). Please make check payable to **Florida Atlantic University**.

**PLEASE BE ADVISED THAT THIS DEPOSIT IS SEPARATE FROM YOUR FEE.** The deposit secures your reservation and assures the director your group has read the attached policies and procedures and use agreement and agrees to follow them. If your group leaves the facility with damages or not clean, you forfeit the deposit. If the facility is left clean and damage free, then the deposit will be mailed back to you following the final inspection of the facility.

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### **Policies and Procedures**

The Pine Jog Environmental Education Center, College of Education, Florida Atlantic University would like to thank you for your support of the Everglades Youth Conservation Camp. In order to maintain a clean and smooth operating camp, the following policies and procedures will be implemented for camp use during the 2009-2010 rental season (September – April). Your cooperation is greatly appreciated. **Christopher Hill, Director.**

#### **General**

- Alcohol is prohibited at the Everglades Youth Conservation Camp and throughout the J. W. Corbett Wildlife Management Area.
- Smoking is not permitted in any of the buildings. Smoking is permitted in designated smoking areas only. Smokers are required to dispose of the cigarettes in a proper manner.
- Pets (animals) are not permitted on the camp property. Animals used for a presentation are permitted. Please notify Camp Manager prior to arranging the presentation.
- All trash must be put into the trash cans and the cans emptied at the conclusion of your visit. Any trash can with food contents must be emptied each evening to avoid attracting wildlife. Groups are responsible for providing can liners for the duration of their stay.
- When using the barbecue grills, please do not leave them unattended. The grill and surrounding areas need to be left clean.
- Fires are permitted in designated areas only. All fires must be attended by an adult. Make sure the fire is extinguished before leaving area.
- Tents may be used in designated areas only.
- Fishing is “catch and release” only. Fishing is allowed only in the Airboat Pond. Visitors must bring their own poles. You must use barbless hooks for the safety of other guests. Visitors 16 years or older must have a fishing license. The use of this area is for the camp guests only. The fishing area must be left clean. Supervision of children, under 16 years of age, is **required**. Be advised that alligators and snakes may be present.
- The island is used for campfires. Fires must be attended at all times by an adult. Make sure the fire is extinguished completely before leaving the island. Please leave the area clean.
- We try to preserve the natural environment. Therefore, there may be poisonous plants and animals in the area. We recommend that you use caution while at the camp.
- The Everglades Youth Conservation Camp recycles trash. Aluminum, plastic and glass go into the blue bin. Cardboard and other paper products go into the yellow bin. The remaining trash goes into the dumpster.
- Please park in designated areas only. Do not drive vehicles over sidewalks.

### **Dining Hall/Meeting Room**

- All displays and exhibits should be enjoyed, but not damaged.
- All supplies in the offices and cabinets belong to the Everglades Youth Conservation Camp and are not for general use.
- The TV and VCR must be left in the dining hall.
- The dining hall tables and chairs **may not be taken outside**. We can provide seating for up to 160 people.
- All chairs need to be put on top of the tables (8 chairs per table) and the floor swept and mopped where needed.
- The trash cans must be emptied. Take trash to dumpster behind kitchen.

### **Kitchen**

- The kitchen may be used by designated staff only. Groups may choose the Youth Camp Meal Plan, cook for themselves outside using their own equipment and supplies or provide a Certified Professional Food Manager if use of the kitchen is desired.
- Only the Certified Professional Food Manager and designated kitchen staff are permitted beyond the kitchen door leading to the hallway.

### **Cabins/Bathrooms**

- Supervision of children is recommended in the cabins and bathrooms to prevent injury.
- Please do not jump or climb on the beds. **Do not move the beds!**
- Eating and drinking is not allowed in the cabins or bathrooms. Food items may be stored in closed containers. All cooking, food preparation and consumption must take place in the dining hall or at the pavilion.
- At the conclusion of your visit, all floors must be swept and mopped where needed. Turn off the lights and air conditioners and empty all trash cans. Make sure all windows are shut. Leave cabin and restrooms as you found them.
- In the bathrooms, the toilets must be flushed and left clean. There must not be toilet paper left on the floor. The floors must be swept and mopped where needed.
- Soap, clothing and toilet articles must be removed and taken home.

**At the conclusion of your visit, the facility will be inspected for damage and cleanliness. It is the responsibility of the visitors to pay for any damage due to misuse of the equipment and/or buildings. Sponsor will be assessed for any missing supplies. Failure to clean the facility after use will jeopardize future use options and forfeit your deposit. Any problems that should be encountered during your visit should be brought to the attention of the Camp Director or designee immediately.**



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12100 Seminole Pratt Whitney Road  
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Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Office): \_\_\_\_\_

**In case of emergency, notify:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Telephone (Office): \_\_\_\_\_

**\*\*\*ASSUMPTION OF RISK\*\*\***

I certify that I am in good health and capable of full participation in the activities of the Everglades Youth Conservation Camp. I am aware that during wilderness trips and/or instruction courses, that I am participating in under the arrangements of the Everglades Youth Conservation Camp, certain dangers may occur, including but not limited to physical exertion and contact with water, plants, insects and animal life associated with out-of-doors activities, and travel by automobile or conveyance including canoes and bicycles and any type of labor or practices associated with volunteer work.

In consideration of, and as part payment for, my participation in such trips or other services and activities arranged for me by the Everglades Youth Conservation Camp, I will and do hereby assume all of the above mentioned risks, and will hold the Everglades Youth Conservation Camp, Pine Jog Environmental Education Center, Florida Atlantic University, the State Board of Regents, the State of Florida and its employees, agents, officers, teachers and volunteers harmless from and against any and all liability, actions, causes of actions, debts and claims and demands of every nature whatsoever which may arise from or in connection with my participation in these activities.

\_\_\_\_\_  
**Signature (parental signature required if participant is under 18)**

Date \_\_\_\_\_ Activity Name \_\_\_\_\_



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## USE DOCUMENT

### Terms, Conditions and Assumption of Risk

\*Rules for acceptance and participation in programs at Everglades Youth Conservation Camp are the same for everyone without regard to age, race, color, religion, sex, handicap or national origin.

1. **Description of Premises:** Pine Jog Environmental Education Center agrees to permit Sponsor to use the property known as the Everglades Youth Conservation Camp (Facility) according to the following terms and conditions. The Use Document includes the use of all improvements to the Facility, except those which Pine Jog expressly excludes by so notifying the Sponsor's representative upon his/her arrival at the Facility.
2. **Food Service:** Pine Jog may provide meals upon request. If Sponsor prepares its own food or hires an outside company for preparation of food, Sponsor assumes all responsibility for any foods prepared and for all activities incident to their preparations, and shall hold Pine Jog and the Facility owner harmless from any and all liability therein. Sponsor agrees to assist with supervision over the use of the dining facilities. Sponsor may use the kitchen, kitchen equipment, freezer and walk-in refrigerator provided that the person responsible for food preparation is a Certified Professional Food Manager. Sponsor must provide all food and all related food preparation supplies to include food storage containers. Camp staples and food in freezers and refrigerator are not to be used.
  - Sponsor may designate no more than five people as kitchen staff in addition to the cook. Only the certified food manager (cook) and the designated kitchen staff are authorized access to the kitchen, freezer, walk-in refrigerator, kitchen bathroom and authorized to use the entrance from the dining hall to the kitchen.
  - The kitchen, freezer and walk-in refrigerator must be locked when not in use.
  - Food manager and designated kitchen staff must schedule an orientation and training session with the Camp Manager prior to arrival at the camp.
  - Kitchen and all related equipment must be maintained as per health department and food service establishment policies and regulations.
  - Kitchen must be left clean, trash removed and all equipment and food service items cleaned and put away.
3. **Use of Premises and Schedule:** During the term of this document, Sponsor shall use the Facility for conducting a program of its own design and shall comply with all applicable laws, codes and regulations. Sponsor shall notify Pine Jog of the nature of its program, and shall promptly supply Pine Jog with information concerning the program upon request by Pine Jog. Pine Jog prohibits fireworks, firearms, ammunition and explosives at the Facility. The use of gasoline, flammables, poisonous substances and hand and power tools are prohibited.

If the swimming and canoe areas are part of the program of the Sponsor, no one shall enter the swimming or canoe areas unless a qualified lifeguard is supervising these areas. Pine Jog shall, in its sole discretion, determine the minimum qualifications for said lifeguard, which will generally be a minimum of a Red Cross Lifeguard Certificate. Availability of the swimming and canoe areas is at the discretion of the Camp Manager, and is subject to change.

For other specialized program activity areas or equipment that is part of the Facility, Pine Jog will determine minimum qualifications for said supervision by the Sponsor. Additional information and guidelines for swimming and canoe areas and use of special equipment will be sent to all applicants expressing an interest in participating in such activities.

4. Utilities: Pine Jog shall provide water, electricity and garbage disposal without charge to the Sponsor.
5. Maintenance: Pine Jog shall maintain the Facility in good condition and repair and shall provide janitorial services to the premises and buildings prior to arrival. Pine Jog shall provide beds, mattresses and other equipment necessary for the operation of the Facility. Sponsor agrees to assist in keeping the Facility clean and shall leave the Facility free of defacement.
6. Health and Safety
  - (a) Pine Jog does not provide medical supervision, treatment, maintenance or dispensing of medications. These responsibilities belong to the Sponsor.
  - (b) Sponsor agrees to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at least a certificate of training in the principles of first aid and CPR. Sponsor must bring own first aid supplies and equipment.
  - (c) Sponsor's contact person shall bring and have available at all times a current list of participants that includes: names and addresses, emergency contact information and known allergies or health conditions. Also, for each participant (camper and staff member) under the age of 18 and not accompanied by their parent or guardian, a signed form granting permission to seek emergency treatment.
  - (d) Sponsor agrees to furnish at least one counselor, age 18 years of older, who is trained in the principles of first aid, for each ten campers under 16 years of age.
  - (e) Emergency transportation is available through local emergency response groups by dialing 911. Sponsor agrees to furnish non-emergency transportation.
  - (f) Sponsor will prohibit smoking except in designated places and shall warn all persons of the hazards of indiscriminate smoking at the Facility. Open fires may be built only in the campfire area. It is understood that both Pine Jog and Sponsor must comply with all lawful orders of appropriate fire control officials. Use of vehicles at the Facility is restricted to roads and parking areas designated by the Camp Manager. Posted speed limits shall be obeyed.
  - (g) Once at the Facility, the Sponsor is required to participate in a brief orientation to the Everglades Youth Conservation Camp's safety regulations and emergency procedures, led by the Camp Manager or designee.
7. Use Fees and Costs
  - (a) Guaranteed Minimum Fee: The Guaranteed Minimum Fee is based on the number of persons guaranteed by Sponsor. It will be charged to Sponsor even if fewer persons use the Facility than Sponsor guaranteed, or if Sponsor terminates this Agreement without using the Facility.
  - (b) Additional Use Fees: If more persons use the Facility than the Sponsor guaranteed, Sponsor shall pay to Pine Jog an additional fee. This fee will represent the use of the Facility by the additional persons, and will be calculated by totaling the individual charges for each additional person's lodging or day use fee.
  - (c) Breakage and Damage: Sponsor agrees to pay Pine Jog the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during Sponsor's use.
  - (d) Payment Terms: Sponsor agrees to deliver payment in full to a representative of Pine Jog when Sponsor arrives at the Facility.
  - (e) Deposit Policy: A deposit of \$100 or 20% of the total rental fee (whichever is greater) is required 30 days prior to arrival. The deposit will be returned to the Sponsor upon departure if the Facility is clean and free of defacement as determined by the Camp Manager or designee. The deposit will be forfeited for the following reason(s): failure to do check-out with the Camp Manager or designee; failure to clean the facility; or to cover damage/breakage/defacement of equipment or facility during use of camp.
8. Liability for Injury to Persons or Property
  - (a) Sponsor agrees to supervise and to assume full control and responsibility for any persons, entities or things other than Pine Jog personnel or property who/which are, for any reason, on the Facility by reason of Sponsor's program or use of the Facility.
  - (b) Sponsor agrees to defend, indemnify and hold harmless Pine Jog and its past, present and future members, directors, officers, employees, agents and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of or in any way connected with the Sponsor's actions and/or failure(s) to act in respect of its use of the Facility.
  - (c) For the purpose of this section, "any person" includes, but is not limited to, Sponsor's agents and employees, participants in Sponsor's program and Sponsor's visitors.
  - (d) Sponsor will have all group participants sign a Waiver of Liability which must be delivered when group checks in.

9. Miscellaneous

- (a) Sponsor warrants that the person signing the Document has the authority to execute the Document on its behalf.
- (b) This Document may be altered or amended only by written agreement of both parties.
- (c) Pine Jog reserves the right to require that the Sponsor remove from the Facility any person(s) in, or in any way connected with Sponsor's group who, in the sole opinion of Pine Jog, is creating a disturbance or who otherwise is disrupting activities on said Facility. Sponsor agrees to remove unauthorized person(s) from said Facility.
- (d) Sponsor agrees that the total number of participants on the premises will not exceed the Facility Building Maximum capacity at any time.

10. Termination

- (a) Pine Jog may terminate this Document without any liability upon ten (10) days prior written notice to Sponsor either: 1) without cause; or, 2) upon a determination by Pine Jog, in its sole and exclusive judgment, that the requirements of the State Fire Marshall, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state or local body, imposed undue requirements or hardship on the Pine Jog Youth Conservation Camp.
- (b) In the event of cancellation by Sponsor, Sponsor will be released from payment of the Guaranteed Minimum Fee provided Pine Jog receives written notice of the termination no later than 30 days prior to the event or Pine Jog re-licenses the same facilities for the same period of time at the same fee. Pine Jog agrees to use its best efforts to re-license the Facility in this event.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name & Title of Officer Executing Director

\_\_\_\_\_ (Home Phone)

\_\_\_\_\_ (Office Phone)

\_\_\_\_\_ (Cell Phone)

\_\_\_\_\_ (e-mail)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (ZIP)

1. The SPONSOR agrees to pay the amount of \$\_\_\_\_\_ for the use of the Everglades Youth Conservation Camp for the following activity \_\_\_\_\_ on the date(s) of \_\_\_\_\_.

2. Additional Covenants: \_\_\_\_\_

3. The SPONSOR shall indemnify and save harmless Everglades Youth Conservation Camp, Pine Jog Environmental Education Center, College of Education, Florida Atlantic University and its owners, employees, agents, officers, teachers and volunteers harmless from and against any and all liability, actions, causes of actions, debts, claims from and against any and all loss, cost (including attorney's fees), damages, expenses and liability (including statutory liability and liability under Workers' Compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by SPONSOR and/or any persons, which arise from or in any manner grow out of SPONSOR'S use of the premises by SPONSOR or SPONSOR'S agents, employees, customers or invitees. In furtherance of this covenant, SPONSOR shall deliver a copy of a receipt for purchase of liability insurance to (including indemnification liability) at the level of \$100,000 per person, \$200,000 per incident or occurrence, or evidence of bond or security at that level. Nothing above shall constitute a waiver of sovereign immunity enjoyed by any agency of the State which may become a party signatory hereto, as provided by s.768.28, Florida Statutes.
4. I have read the use agreement, policies and procedures and activity operating procedures, and agree to follow all rules and regulations. I understand that failure to follow these policies will forfeit my deposit.

IN WITNESS WHEREOF the Sponsor hereunto set their hand and seal.

\_\_\_\_\_ (Witness) \_\_\_\_\_ (Sponsor)

\_\_\_\_\_ (Witness)

Before me, personally appeared \_\_\_\_\_, to me well known and known to me to be the person described in and who executed the foregoing document on behalf of \_\_\_\_\_, and he/she acknowledged to and before me that he/she executed said document for the purpose therein expressed.

Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of Florida, County of \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**



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## **Waterfront Regulations**

### **Operating Procedures**

#### **General**

1. Each aquatic activity shall be staffed by certified lifeguards in accordance with the ratios established for the activity. There must be a person or persons certified in Standard First Aid and CPR and a stocked first aid kit at each aquatic activity.
2. A watcher is on duty to assist the lifeguards in maintaining safe supervision of campers. The watcher may not be reading, sunbathing, having long conversations, writing letters or other activities that distract from camper supervision. Watchers must be oriented to their responsibilities and demonstrate elementary forms of non-swimming rescue.
3. The buddy system is always in use at the waterfront areas.
4. If severe weather approaches (thunder and lightening), all waterfront areas will be closed and visitors must leave the area immediately.
5. Monitor swimmers on any skills until competency is met.
6. Alligators, snakes and other wildlife may be present. Check water prior to activity.

#### **Swim Area**

1. A certified lifeguard must always be present when swimming occurs.
2. Each camper will be tested within 24 hours of arrival to determine swimming ability.
3. Instruction in basic swimming safety rules is given prior to entry into the water.
  - No horseplay.
  - No jumping or diving off the bridge.
  - Swim with a buddy. Buddies must swim near one another.
  - Swimmers may not throw one another around in the water.
  - Be cautious of shallow water areas.

4. For every group of 25 swimmers or less, a minimum of three qualified persons must be on duty, one of whom must be over 18 years of age; one person holding a lifeguard certification and two watchers skilled in the use of basic rescue equipment. When there are more than 25 swimmers, an additional currently certified lifeguard is needed. The overall ratio on one staff person for each ten swimmers must be maintained at all times.
5. Whenever a whistle is blown all swimmers will immediately find their buddy and wait for instructions.
6. Wheelchairs near the swimming area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.

### **Canoe Area**

1. The canoe area must be supervised by an individual certified by the American Canoe Association or a certified lifeguard designated solely to the canoeing activity.
2. All visitors must wear a personal floatation device (PFD) while in a canoe.
3. All participants are instructed in safety rules and given basic canoe instruction, including dry land practice before going out on the water. Training to include:
  - a) Boat handling, boarding, debarking, trimming, loading and changing positions.
  - b) Donning and use of the PFD.
  - c) Safe-rescue in case of capsizing or swamping.
4. Safety rules to be reviewed and enforced.
  - a) Must wear PFD
  - b) No horseplay
  - c) No standing in canoes
  - d) Paddle on opposite sides
5. A watcher must always be present on the shore.
6. There will be certified canoeing instructor/lifeguards when canoeing on the lake. The overall ratio of one staff person for each ten participants must be maintained at all times.
7. The buddy system must be used while on the lake.
8. Wheelchairs near the lake area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.

### **Group Use of Waterfront Areas (rental season)**

The Camp Manager schedules the use of the swim and canoe areas during the rental season. User groups are advised to bring their own appropriately certified personnel for lifeguarding and first aid/CPR needs, as well as their own stocked first aid kits. User group leaders will be provided with written safety regulations and emergency procedures (to be shared with the group) for all aquatic activities.

### **Certifications**

All required certifications must be forwarded to the Camp Manager in advance of camp use by user groups.

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Phone: 561-624-6929 • 561-624-6928

### **Emergency Procedures for User Groups**

#### **General Safety Procedures**

1. Use the “Buddy System” at all times.
2. Walk on the sidewalks. Run on the grass.
3. Everyone must wear closed-toed/closed heeled shoes at all times when outside of cabin.
4. Wear water shoes to shower in case of slippery floor.
5. Be aware of your surroundings.
6. Let Camp Manager know of any damaged equipment that may harm anyone and/or the environment.
7. Keep cabins and bathrooms clean.
8. Drink water.
9. Wear sunscreen.
10. Be aware of the natural flora and fauna in the area. Some may cause an adverse reaction if handled.
11. For any accidents, emergencies or injuries, please complete the attached incident/accident report. Submit to Camp Manager.

#### **Storms**

1. Get under closed shelter (cabins, dining hall).
2. Gather flashlights in case of power outage.
3. Be aware of weather conditions.
4. For any accidents, emergencies or injuries, please complete the attached incident/accident report and submit to Camp Manager.

#### **Power Outage**

1. Gather flashlights before it gets dark.
2. Limit access to bathrooms and water.
3. If prolonged outage, the group will be required to leave due to lack of water and sewer availability.
4. For any accidents, emergencies or injuries, please complete the attached incident/accident report. Submit to Camp Manager.

#### **Fire**

1. Report fire to Camp Manager or designated staff.
2. Evacuate area of concern.
3. If Camp Manager is not available, call 911 and report emergency.
4. Ring bell constantly to gather group at the flagpole.
5. Prepare for evacuation as directed.
6. Try to keep a fire extinguisher near at all times.
7. Know how to use the fire extinguisher.
8. For any accidents, emergencies or injuries, please complete the attached incident/accident report

and submit to Camp Manager.

### **Intruders**

1. Notify Camp Manager of any person(s) on camp property not with your group.
2. The Camp Manager will investigate intention of intruder.
3. Call 911 if necessary.
4. Get group into closest building and lock doors if intruder poses a threat.
5. Keep group together.
6. For any accidents, emergencies or injuries, please complete the attached incident/accident report and submit to Camp Manager.

### **Missing Person**

1. Alert Camp Manager immediately.
2. Get all the others back to camp
3. Camp Manager will gather information and develop search plan.
4. Check with others and see if the person is with them.
5. Check obvious areas such as cabins and bathrooms.
6. If person is not found in or around camp, the Camp Manager will call 911 and begin search away from main camp. Start where group was hiking.
7. For any accidents, emergencies or injuries, please complete the attached incident/accident report and submit to Camp Manager.

Prevention:        Use the “Buddy System”  
                          Know everyone in your group  
                          Count group members often  
                          Hike with one adult in front and one adult in back

### **Injuries**

1. Stay calm and take charge.
2. For minor injury, your first aider should treat using first aid kit and appropriate treatment procedures as determined by your group.
3. For major injury, one person stay with injured victim and have someone call 911.
4. Provide first aid until help arrives.
5. First aide certified person should assess injury and determine if victim can be treated at camp or needs external medical help. Notify Camp Manager immediately!
6. Treat or transport as necessary. Call 911 for EMS.
7. For any accidents, emergencies or injuries, please complete the attached incident/accident report and submit to Camp Director.

Prevention:        Go over all safety procedures with group before any activity.  
                          Check area for hazards.  
                          Check equipment for safety.  
                          Make sure the participants have water to drink.  
                          Make sure everyone has on sunscreen.  
                          All groups are required to provide a first aid kit and first aider

Each group needs to have emergency information for all participants.



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# CHECK-OUT PROCEDURES

## **Kitchen and Dining Hall**

1. Wash and put away all the dishes after each meal. **DO NOT LEAVE DIRTY DISHES**
2. Wipe off all counters with the bleach/water bottles.
3. Put all food away.
4. Empty all garbage cans and put new liner in cans.
5. Do not leave any of your food in the refrigerator.
6. Wipe off the tables.
7. Put the chairs on the tables. (8 chairs per table)
8. Sweep the floors and mop where needed.

## **Cabins**

1. Remove all belongings.
2. Sweep the floors and mop where needed.
3. Empty the trash.
4. Clean the bathrooms.

## **General/Grounds**

1. Remove all belongings.
2. Pickup trash on grounds.
3. Sweep pavilion area.

## **Community Bathrooms**

1. Toilets must be flushed and left clean.
2. Sweep floors and mop where needed.
3. Wipe down counters.
4. Soap, clothing and toilet articles must be removed and taken home.
5. Empty all trash receptacles.

**PLEASE LEAVE THE CAMP IN THE SAME CONDITION AS WHEN YOU ARRIVED.  
THANK YOU.**