

Triple R Ranch Parent Communication Packet

Get started

How to register for camp:

Fill out the registration form (online or on paper) and make a \$100 deposit. You're in!

Remember your account information: if you registered online, your username is the email with which you signed up. If you registered on paper or PDF, it is the email you put in the household information, and you will be sent an activation email within a few business days to access your online account.

Put the camp dates on your calendar. If you don't remember, the session will always be listed in your online account and on your account statement. The complete list of sessions and dates can always be found on our website.

Fill out required forms for camp: Medical Form, Child's Physical (must be within one month), and Camper Code of Conduct. Make time to review the Camper Code of Conduct with your camper and refresh them before you arrive at camp (once submitted online, you can find a PDF version on the website).

Fill out additional forms that apply to your camper: Horsemanship Morning Track (if they're signed up for the track), Cabinmate Request (if they want to bunk with a sibling or a friend), and Request for Discount (will be reviewed within a few business days to check eligibility).

When camp gets closer:

Review the packing list below. Old clothes are great for camp because campers will get dirty outside (we can almost guarantee!). All campers will ride a horse, so they need at least one pair of long pants (jeans are preferred) and close-toed shoes (boots with a 1" heel are preferred but tennis shoes work fine).

Make sure your required forms are completed ONE WEEK PRIOR to your camper's arrival! This is required, and we cannot accept late forms. If you're unsure if your required forms are completed, log into your online account and the ones with an asterisk (*) should have the word "complete" next to them. You will be asked to initial a printed Medical Form at check-in to verify that it is up-to-date. If you need to change something prior to your arrival at camp, please reach out to the office, and we will be happy to reopen the form for you (don't forget to resubmit when you're done!).

Make a Trading Post account. The Trading Post is the camp store where campers go at least once a day to refresh with snacks, drinks, and souvenirs. Campers will only be able to make purchases on their pre-paid account and not with physical money; it is against camp rules for

campers to bring money with them to camp. If they do, it will be turned into the office and can be picked up at the end of the week.

We recommend between \$30 and \$50 as adequate spending money for the week. However, we encourage each family to deposit an amount that is reasonable for their budget.

If you did not add an amount at registration, you can log back into your online account, click on your camper's registration, click "Add Camps, Sessions, Options," and select a Trading Post amount from the drop down menu. If you need assistance, please email or call, and we will be happy to assist you or add it for you.

Campers MUST have a Trading Post account set up BEFORE check-in day. If this is not set up, this will make the check-in process longer. Please let us know ahead of time if you do not wish to set up an account for your camper.

Camp Arrival

When camp arrives:

Confirm your designated check-in time. You can find this on our website, on the Guide to Camp at Triple R Ranch (go to the "Check-in" section), and on the camp brochure. If you know you may be running late, we are happy to have your camper join in; please reach out to the office on when we should be expecting your camper if it is outside the designated check-in window. We do not accept early check-ins.

When you drive in, our staff are so excited to greet you and your camper! Please stay in your vehicle until you are directed to park and follow all instructions given to you. Our staff will ask you to unload all luggage, and they will label it and take it to your camper's area where they will be staying. You will be directed to the Ponderosa Hall for check-in. The nurse will be at check-in if you need for any reason. Then, you bring your camper's luggage to the cabin, help them unpack, and meet the counselors that will be caring for your campers all week. This is the "goodbye for now" moment until Friday!

When camp ends:

We are happy to welcome back parents and guardians to reunite with their campers and hear all about the camp stories! Please remember, you cannot pick up a camper unless you are listed as a designated contact and must present photo identification to verify identity.

At the end of each session with the Horsemanship Morning Track, the campers who participated will present their skills in the Showdeo that is open to parents. (Please refer to the "Check-out" section for the time). It will be presented in the indoor arena. Your campers will join their counselors at the end to continue on to the Closing Celebration. If you would like to check-out early, please review the early check-out procedures below.

At the end of each session of camp (except Session 9), there will be a Closing Celebration where each cabin will present a cheer and there will be photos and videos (please refer to the “Check-out” section for the time). Your camper will already be packed and all luggage will be ready after the Closing Celebration at the Grace Picnic Pavilion.

Transportation Policy

Triple R Ranch does not provide transportation to and from camp.

Holiday Policy

Triple R Ranch is providing camps every day during the session period that is listed online and on the registration form. (This includes July 4th if it falls during a camp session)

Check-in for Adventure and Mini Camps

Please arrive between 5:00 and 6:00 pm on Sunday for check-in.

Parking, assistance and housing will NOT be available before that time. Check-in will begin promptly at 5:00pm in the Ponderosa. Early check-in is not possible. Staff will be available to assist you with parking, luggage, and directions for the checking-in process promptly at 5:00pm.

Express Check-in Line (Adventure and Mini Camps)

Express Check-in Lines are available at 5:00pm to those who have paid all camp fees due and deposited money into the Trading Post account by 3:00pm on your check-in Sunday.

Otherwise, please proceed straight to a Payment Line at 5:00pm check-in, and staff will be able to check-in your camper in that line.

Camper Sunday Dinner (Adventure and Mini Camps)

Campers will enjoy a cook-out dinner at 7:00pm.

Check-in for Day Camp

Please arrive between 7:30 and 8:00am on Monday for check-in.

Parking and assistance will NOT be available before that time. Check-in will begin promptly at 7:30am, and staff will be at the front to guide you. Early check-in is not possible. Staff will be available to assist you with parking and directions for the checking-in process promptly at 7:30am.

Packing List for Adventure and Mini Camps

Please bring all items in one container. We suggest one of the large Rubbermaid-type containers.

- twin bedding or sleeping bag & pillow
- toiletries
- socks & underclothes
- tennis shoes
- one-piece bathing suit (or conservative two-piece tankini for girls)
- beach towel for the pool
- towels & washcloths
- rainwear & extra shoes
- Bible, pen or pencil
- flashlight
- pajamas or nightshirt
- casual clothes appropriate for the weather
- flip flops (for pool & showers)
- insect repellent
- sunscreen
- garbage bags with names on bag for dirty clothes
- Horsemanship Track or Private Lessons: closed-toed shoes or boots with a heel and long pants
- All campers need closed-toed shoes for horseback riding (tennis shoes are fine). Crocs may be worn at camp but not for horseback riding.

Packing List for Day Camp

Please bring extra items in a backpack with camper's name on each item. Make sure container and all personal items are clearly labeled with your camper's name prior to your arrival at camp.

- Wear clothes appropriate for the weather
- Face mask each day (required but will not be worn most of the time).
- One piece bathing suit and flip flops for pool (or conservative two piece tankini for girls)
- Towel
- Bible, pen, or pencil
- Bug spray & sunscreen if needed (spray bottles ONLY. Campers age 8 and younger will be assisted in applying)
- Extra change of clothes
- Rainwear if rain is expected
- Shoes with a closed-toe are needed for most skill areas. Sneakers or Crocs are great. Crocs may not be worn for horseback riding.

___ Horsemanship Track or Private Lessons: closed-toe shoes or boots with a heel and long pants.

___ All campers need closed-toed shoes for horseback riding (tennis shoes are fine). Crocs may be worn at camp but not for horseback riding.

Camp Rules and Procedures

Camper Rules

These simple rules are explained to all campers. We hope giving them to you now will help your child know more of what to expect at camp.

1. We want every child to feel loved, accepted, and safe. Therefore, Triple R Ranch has a “no tolerance” policy for fighting and aggressive behavior. A camper will be given one warning if he/ she is physically or verbally aggressive, and a call will be placed to the parent. If there is a second incident, the camper will be sent home.
2. Boys are not allowed in the girl’s cabin area. Girls are not allowed in the boy’s cabin area.
3. Shoes and shirts should be worn at all times, even going to and from the pool.
4. Let’s keep Triple R Ranch looking good, don’t be a litterbug!
5. No talking when those leading an activity or making announcements are talking. That’s the best way to make sure everyone gets to hear what’s going on.
6. We would appreciate everyone wearing modest clothing. No underclothes (bottoms or tops) should be visible and shorts should have at least a 2” inseam. Bathing suits need to be conservative one piece suits (or conservative two-piece tankini for girls).

CAUSE FOR IMMEDIATE DISMISSAL:

POSSESSION OF DRUGS, ALCOHOL, TOBACCO PRODUCTS, OR ANY TYPE OF WEAPON.

PROHIBITED:

CELL PHONES, TABLETS, IPODS, TV’S, RADIOS, MAGAZINES, KNIVES, ELECTRONIC GAMES, PAGERS, ETC.

Appropriate Disciplinary Measures

Timeouts from an activity not exceeding the number of minutes per age of the child

Conferences with the head counselor or Camp leadership

Phone calls to parents

Removal from activity (only if the child demonstrates that by participating he or she is putting his or hers and or others safety in jeopardy.)

Moving to the end of the line

Inappropriate Disciplinary Measures

Take away or inhibit rest hour

Withhold or force food

Make threats

Separate from the group to shame or ridicule the child

Strike or rough handle a camper

Use exercise as punishment

Use any sort of unpleasant or harmful substance

Enclose a camper in a small or confined place where the child cannot freely exit

Gossip about campers

Mandated Reporting Policy

Triple R Ranch staff are all considered mandatory reporters for any suspicion of child abuse. These reports are kept confidential and documented by the staff member who took the initial report. The Program Director or the Summer Camp Manager are responsible for making the report to the department of Social Services.

Camp Store, The “Trading Post”

The camp store will be open all day. Items available include: chips, crackers, candy, sodas, juice, snacks, souvenirs, T-shirts, and other items. Each camper’s money is deposited into an account for them. The Trading Post will be open during both check-in and check-out times for campers and their families.

You can also find CARE PACKAGES at our ONLINE STORE at www.triplerranch.org. These can be purchased anytime and are delivered daily at lunchtime.

*Please keep reading to find out how you can order a care package.

Suggested amount to deposit

Parents pre-pay an amount for each camper’s account before the week arrives. Campers will only be able to make purchases on their account and not with physical money; it is against camp rules for campers to bring money with them to camp. If they do, it will be turned into the office and can be picked up at the end of the week.

We recommend between \$30 and \$50 as adequate spending money for the week. However, we encourage each family to deposit an amount that is reasonable for their budget.

If you did not add an amount at registration, please call or email, and we will be happy to assist you or add it for you.

Cabins and Food

Due to the amount of insects at the Triple R Ranch, we would appreciate no food to be brought from home. Open food is prone to insects and other unwanted animals. Snacks can be purchased at the Trading Post several times daily. If snacks are sent in care packages or from home, please make sure they are in tightly sealed containers.

Visits, Phone Calls, and Mail

Visiting during the week by family and friends is discouraged for scheduling and safety reasons. However, Parents/Guardians do have the right to visit their child at any time. Arraignments can be made by contacting the office where we will bring the child for a visit. We do not allow parents into the cabin areas or activity sites without staff escort. Meeting about concerns with either staff members or program activities will take place in the office with the appropriate staff.

Phone Calls

Phone calls to and from home are discouraged. Emergency phone calls will be received at the office number during office hours. An emergency number is available on our directory after office hours.

Sunscreen and Insect Repellent Policy

According to DSS standards Triple R Ranch staff assist all campers ages 8 and below with applying sunscreen and insect repellent. We recommend using spray sunscreen and spray insect repellent. Campers ages 9 and above are responsible for applying their own sunscreen and insect repellent with the supervision of our staff.

Homesickness

Counselors begin by trying to keep campers busy with all the activities, asking them to help with things and trying to keep their mind off feeling homesick. For most campers, this works. If time passes and none of these things work, someone (usually the Summer Camp Director, Counselor, or Nurse) will give the parents a call to make them aware of what is going on so the parents can decide how they wish to handle it. Campers then call home if needed. We want your child to succeed at their camp experience. Homesickness is contagious in a cabin and we will do all we can to help him/ her. However, if a child goes home because of homesickness, there is no refund.

Mail

Mail is a highlight of your camper's week and is distributed to the campers daily at lunch. Please address mail to:

Camper's Name

Week attending (Session #)
c/o Triple R Ranch
3531 Bunch Walnuts Road
Chesapeake, VA 23322

If we receive camp mail after Friday of your camper's session, you are responsible for picking up packages, and we will return letters in the mail. Triple R Ranch is not responsible for lost mail or packages.

Camper Photos and Camper Emails

Care packages are a great way to say "I miss you" to your camper, and who doesn't love to get packages!! To send a care go to www.triplerranch.org and click on Camp Store at the top of the Home Page. Secure online purchases can be made there and can be purchased anytime. Packages are created here at Triple R Ranch and delivered daily! They will be available for purchase by the first week of camp.

Staff/Camper Mail Policy

We ask our staff not to contact campers using any form of social media such as Facebook, Instagram, email, etc. In an effort to help you monitor the influences in your child's life, we ask our staff to only correspond by post cards. If your camper wishes to write their counselor, they can send letters addressed to their counselor at Triple R Ranch's address: 3531 Bunch Walnuts Road, Chesapeake, VA 23322. We will be happy to forward mail to staff during and after camp.

Medications

All medications must be checked-in with the camp nurse in the check-in building on Sunday. There will be a separate line directly to the nurse. **Please note that we will only accept medications in the original container, no exceptions. All medications should be picked up at check-out.** Any medications left at camp will be held for two weeks and then disposed of. The Nurse will have your Medical and Medication information on hand at check-in, pulled from your previous submission online.

Please make sure you pick up all medications and Trading Post refunds prior to leaving camp.

Horsemanship Track

Daily Schedule

In the morning your camper will participate in two hours of activity at the barn including riding lessons and theory. Each morning they will also participate in two skill areas with their cabin.

Showdeo

Horsemanship Campers will participate in the Showdeo on Friday afternoon at 4:00pm.

Instructional Levels

Campers are placed according to their experience. If you are a current student at Triple R Ranch, you will be placed in the level at which you are currently riding.

This is very important for safety reasons.

Proper Attire

Please be aware that flip-flops are never allowed in the barn or around the horses. Your camper will not be allowed to ride in open-toed shoes. Long pants and shoes with an actual heel are required for all campers taking Riding Lessons.

Camp Departure

Check-out

Adventure and Day Camp ends on Friday. Mini Camp ends on Wednesday.

Please refer to your confirmation letter to verify the check-out date for your camper.

NOT OCCURING FOR 2020: Showdeo: Horsemanship Track camper parents are invited to attend the Showdeo, which begins at 4:00pm in the indoor riding arena.

Campers will demonstrate what they have learned during the week and then proceed to the Closing Celebration with their counselors.

NOT OCCURING FOR 2020: Closing Celebration: All Parents are invited to our closing celebration at the Ponderosa at 5:00pm to watch campers perform cabin cheers and songs.

Sign Out: You may sign your camper out with their counselor after the Closing Celebration. Your camper **MUST** be signed out with the counselor. Each counselor will have a list of

designated contacts for each camper, and you must present photo identification to match the name on the contact list. No exceptions.

Evening Program

Evening Program ends at 8:00pm each day through Thursday. Please refer to your registration to verify the check-out day for your camper. You will pick up your camper from the Front Office on Monday through Thursday. Please have your photo identification ready each day.

Evening Program extends the camper day until 8:00pm for Monday through Thursday. Friday check-out is at 5:00pm with the rest of camp. They will eat dinner provided by Triple R Ranch at 5:30pm and enjoy exclusive camp activities, such as camp-wide laser tag, roasting s'mores, and more.

Camper Sign Out Security

All persons authorized to pick-up the camper must be listed as contacts in the Household Form. You must sign the Counselor's sign-out sheet and present photo identification that matches a designated contact for that camper in order to check-out your camper on Friday.

If someone arrives to pick up your child from camp that is not listed as a designated contact for that child, then the child will not be released from camp and the primary contacts will be called by phone.

Late pick up

All campers are to be picked up on time at the close of camp. Parents that are late should notify the office immediately as to their ETA. Parents who do not contact the office will be notified via phone call to determine their ETA. If the parents/guardians cannot be reached, then emergency contacts will be notified to pick up the child. If neither primary parents/guardians nor emergency contacts cannot be reached, then Triple R Ranch will contact local authorities to assist in either contacting the parents/guardians or assuming custody of the child. TRIPLE R RANCH DOES NOT PROVIDE CHILDCARE OR SUPERVISION FROM FRIDAY EVENINGS UNTIL SUNDAY AT 5:00PM.

Emergency pick up policy:

In the case of a camp wide emergency where a portion or the whole camper's population must be picked up early, parents will be notified via email and phone calls. Instructions will be sent through email on pick up procedures if they differ from normal check-out. If individual campers

are dismissed early due to emergencies, the parents/legal guardians will be notified by phone. If a camper or campers needs to be dismissed early, parents/guardians will be reached first followed by emergency contacts. If no members of the family are reached after two hours, Triple R Ranch will contact local authorities to assist in either contacting the parents/guardians or assuming custody of the child. If there is an emergency that hinders parents from picking up there child and the parents have been reached, the Program Director will coordinate will work with the parents on any additional steps that need to be in place

Early Check-Out

If early check-out is a necessity, please let us know at check-in. Early check-out times must be finalized at check-in. You will be given a form to fill out with the check-out time and date, so your camper's counselor can have them packed and ready for your arrival. We do not issue refunds for leaving camp early.

You will be given a Camper Check-Out Form at check-in on Sunday. You will need to keep this form and present it to the counselor in order to sign out your camper at any time. You must sign the Counselor's sign-out sheet, present Camper Check-Out Form, and present photo identification in order to check-out your camper.

Trading Post Refunds

All refunds are to be picked up at check-out in the Trading Post store. Our college staff leave their family & friends to serve our campers. Tips, gift cards, etc. are a way to say Thank-you. You may tip individually or place in the Tip Bucket. *Any money not picked up will automatically be contributed to the counselor tip fund.*

Triple R Ranch business information

Other Questions or Concerns?

Please contact us:

Website: www.triplerranch.org

Registrar Email: camp@triplerranch.org

Office phone: (757) 421-4177

Fax: (757) 421-4179

Address: 3531 Bunch Walnuts Rd,
Chesapeake, VA 23322

Hours of Operation

Overnight camp: Sunday 5:00PM – Friday 5:30PM

Day Camp: Monday – Friday 8:00AM – 5:00PM, Evening Program through 8:00PM

Office Hours: Sunday: 3:00PM – 6:00PM
Monday – Friday 9:00AM – 5:00PM

Camp Philosophy

Triple R Ranch seeks to provide an environment that is distinctively different from those environments commonly experienced in the civic community, schools, churches, and in home. The activities available at Triple R Ranch should represent an array of experiences, which can only be found in the dynamic ministry of Christian camping. This approach of providing a distinctively different environment, combined with the goal of presenting biblical truth through the entirety of the Triple R Ranch experience, forms the foundation upon which our program is built.

Through the activity program, Triple R Ranch seeks to provide a recreational environment that will gratify, strengthen, and renew all those involved. The principles studied in Bible Hour are tried out in the laboratory of camp activities. Those placed in the position of leading these activities are responsible for relating their spiritual experience and biblical principles to attitudes and behaviors displayed during the activity.

The educational, recreational, and special activity aspects of the program use both decentralized and centralized approaches to provide individual and small group experiences as well as the excitement and identification felt in all-camp specials.

The total program of Triple R Ranch, built upon this philosophy is also derived from distinctive ideas that a Christian Camp should:

1. Be different from the types of activities and experiences that a child may have at home, school, church, and in his community.
2. Create an outdoor experience that will bring the camper into contact with the beauty and design of God's creation.

3. Teach new skills and appreciation both in the physical and practical as well as in the vital area of human relations.
4. Bring each camper into a vital, saving relationship with God through instruction in His Holy Word and introduction to His Son, Jesus.
5. Provide wholesome, fun, and enjoyment through an exciting, well-planned program that reflects the joy and zest of the Christian Life.
6. Create opportunities for self-discovery, personal growth, and leadership training through work and camping experiences.

TRIPLE R RANCH STATEMENT OF FAITH

With this Statement of Faith: We will not unwelcome any guests due to their personal beliefs, as experience will confirm. We are presenting our beliefs for the sake of groups who wish to know our position. We want to provide a context for those planning religious events. If you intend to teach beliefs contrary to our statement of faith, please choose another facility at which to hold your event. We welcome calls for clarification.

- There is one God eternally existing in three persons; the Father, the Son and the Holy Spirit.
- Jesus Christ died shedding His blood for our sins, and was bodily raised from the dead for our justification.
- The Holy Scriptures are verbally inspired of God and are our only infallible rule of faith and practice.
- Jesus will return visibly and bodily with great power and glory.
- Man is by nature and practices a sinner, separated from God, and can become God's child only by faith in Jesus Christ, and submission to the will of God as revealed in the Gospel.
- Those who are thus born into God's family have eternal life, and those who are not remain spiritually dead, and will be separated from God forever in hell.
- The Holy Spirit lives in the believer and enables him to walk in purity of life and in submission to the will of God.
- All believers are united in the body of Christ.

Lines of Authority

All summer counselor staff report directly to the summer leadership staff (Head Counselors) and the Summer camp manager. The designated medical staff member reports to the Program Director. The summer camp manager reports directly to the Program Director. The Program Director reports to the Executive director who reports to the Board.

Parent Communication

If a situation develops where parents need to be notified, the office staff will determine the best way and which to do so. Counselors are never to notify parents of any situations at camp without permission from the Program Director. Parent notification may include alternate pickup routes and locations as well as incident information and child location.

Emergency Action Procedures For Parents

Updated April 2020

The following scenarios and corresponding procedures are the most likely to occur, and all staff must be aware and follow each procedure precisely and instructions from first responders and law enforcement officials. *This emergency preparedness plan is updated and reviewed annually.*

Please remember, we do not plan for these to happen, but we must always be prepared. God is ultimately in control, and we must do what we can to protect the campers that have been entrusted our care and our fellow staff members and to also be wise and prudent in our actions.

COMMUNICATION: Emergencies will be communicated through two-way radios. All staff are to keep a charged radio on at all times to hear for emergency communication and preparedness. And air horn will be blast in three burst if an emergency communication is being announced.

EMERGENCY CONTACT: The Program Director will serve as an emergency contact for all parents and staff. The emergency contact number is (607) 759-9697. Summer Camp Manager will serve as the backup emergency contact. The backup emergency contact number is (678) 983-0997

Under any circumstance requiring the arrival of emergency personnel, the following things must happen.

1. The Trading Post Manager will wait at the front entrance to camp to direct the fire truck.
2. The Summer Camp Director will assume responsibility for the rest of the staff.
3. Any camper or staff not yet accounted for should be reported to the Summer Camp Director who should then report to the emergency personnel.
4. When all campers and staff have been accounted for the program staff is to provide activity until the all clear has been given to return to the normal schedule.

During any emergency, counselors are to maintain accurate head counts of campers. If a camper is missing, head counselors are to be immediately notified to determine the whereabouts of the camper. Head counselors will assume responsibility of counselor staff head counts and Support Staff Coordinators will assume responsibility of support staff head counts.

Emergency Preparedness Pack

Counselors should at all times have on them or located in near proximity the following items:

1. Camp issued two-way radio
2. First aid kit
3. Camper roster
4. Camper check-out sheet
5. Copy of emergency procedures
6. ***Leadership staff should have an accurate staff roster in addition to the applicable items listed above

Evacuation Procedures

If it is determined that camper's or staff must evacuate a location, it is to be done as orderly and quickly as possible. Depending on the nature of the emergency campers may or may not have time to pack their items. The following evacuation plans listed in the sections below offer specifics as to predetermined evacuation locations. If a location is not feasible, the ranking staff member will determine a new location. Head counselors and support staff leaders are responsible for going behind each living area to determine it is evacuated. The nurse will evacuate with campers and possess all medical forms. Office staff must have in their possession a working laptop with internet capabilities and a charged working cellphone.

Lost Camper

1. **When it has been determined that a camper is missing from a particular event or activity, the following procedure is to be used:**
2. Notify Head Counselors immediately if there is a possibility of a lost camper.
3. Head Counselors should ascertain whether or not the camper may be on the list of absent campers who have been picked up early or if the camper may be in the nurses' station.
4. If it is determined that the camper should be on camp, Head Counselors should check all places the camper was last known to be as well as the camper's cabin, and bathrooms and all skill areas.
5. If there is still no sign of the camper, Camp Administration should be notified and any other information the Head Counselors provide should be used to check new locations and re-check previous locations at this time.
6. If there is no sign of the camper the camper status will officially be "lost." All campers are to be gathered at the Lodge where a head count will be made by every counselor to determine if any other campers are missing as well.
7. The Summer Camp Administrator will organize search groups by departments for different areas around camp
8. Cabin counselor should give a full description of the lost camper.
 - a. Check all buildings
 - b. Walk around general camp grounds checking all areas including amphitheaters, archery/ riflery ranges, ropes course and wooded areas on the main camp property.
 - c. Drive Bunch Walnut Rd. to its end in both directions asking anyone you see about the missing camper.
9. Gather all staff back to the lodge at a predetermined time to give reports.
10. If the camper is still missing, the ranking staff member will call 911.

11. If the previous step is reached a detailed log should be made of all procedures and participants and approximate times on any such incident.

(This policy may be amended by the Program Direct when incidents occur at night. Camper may remain in bed sleeping as opposed to moving to the Lodge)

Tornados and/or Severe Weather

The following procedures are to be used during a severe weather alert or tornado warning.

1. The office should alert the Summer Camp Manager of any weather warnings or alerts that may be issued.
2. The following guidelines should be used in the event that severe or damaging weather appear to be eminent.
 - a. If the situation or time permits, Wally ball Room should be considered the first choice for shelter.
 - b. If step "a" is not feasible and campers or staff are in the cabin area, go to the cabin bathrooms. Then refer to steps f & g.
 - c. If step "a" is not feasible and campers or staff are in the front of camp, go to the bunkhouse and downstairs bathroom. Then refer to steps f & g.
 - d. If step "a" is not feasible and camper or staff are in the lodge, go to the walk-in fridge or freezer. Then refer to steps f & g.
 - e. If campers and staff are located in a field or on the trails and cannot make it back to any of the appropriate shelters listed above find a low-lying ditch and refer to steps f & g.
 - f. After campers have been gathered together, a head count should be taken by each counselor of his or her campers and by the Jr. Staff Coordinator of the Sr. and Jr. staff.
 - g. Any missing campers or staff should be located by sending their counselor or leadership staff to locate them. Once found, the nearest building should be used for shelter unless otherwise directed by the Summer Camp Manager.
3. Staff and campers should sit on knees with heads down and against a wall with hands over heads.
4. After the tornado has passed, an assessment will be made if emergency personnel is needed.
5. If there is a determination that medical and or fire rescue is needed the ranking staff member will call 911

Medical Emergency

Immediately call or send someone to notify the Nurse first and the Summer Camp Director second. Keep the victim stationary, calm, and comfortable. Keep all campers and staff away other than those providing immediate assistance. Report to the nurse the facts of the incident and let the nurse assume control of the situation and determine if emergency personnel are needed.

Fire

If a fire should occur anywhere in camp, the first priority is to secure the safety of the campers and staff. Keep the campers together! The following procedure is to be used.

1. If the fire is in an occupied building, make every effort to alert those in the building about the fire.
2. Alert the office about the fire, the office personnel will alert the fire department and then alert the Summer Camp Director.
3. Counselors and staff should shut all windows and doors before leaving a building.
4. The primary location for fire evacuation is the Lodge seated at the appropriate table. If the lodge is not feasible (on fire), use the Ponderosa hall for an assembly location.

Intruder Alert

Any person not a part of the full-time staff or its immediate families, summer staff, or visitor wearing a visitor badge is considered an intruder. Anyone spotting such a person in camp should use the following procedure:

1. Ask the person "Can I help you?"
2. Immediately report to the office when and where the intruder was spotted. The office will in turn notify security or Summer Camp Director.
3. If the office is closed, notify security or Summer Camp Director directly.
4. Security will confront the intruder.

Active Shooter

By definition an active shooter is "Armed person(s) whose action is immediately causing death or great bodily injury

Active shooters are normally males between the ages of 14-18. The amount of time an active shooter is at large is only 10 – 15 minutes, which normally is the amount of time it takes for emergency response to arrive. Only 3% of active shooters are stopped by police.

Active Shooter General procedures

1. Emergency personnel must be notified immediately
2. Identify location of the threat
3. Keep campers calm by telling them things like "follow me, it's going to be ok"
4. Count your campers immediately and again if you move locations
5. Evacuate location if safe to do so
6. If evacuation is not possible barricade yourself in a safe location
7. If neither option is available, try to incapacitate the shooter(s)
8. Use communication tools (silently, if possible) to communicate your location and situation to your immediate supervisor

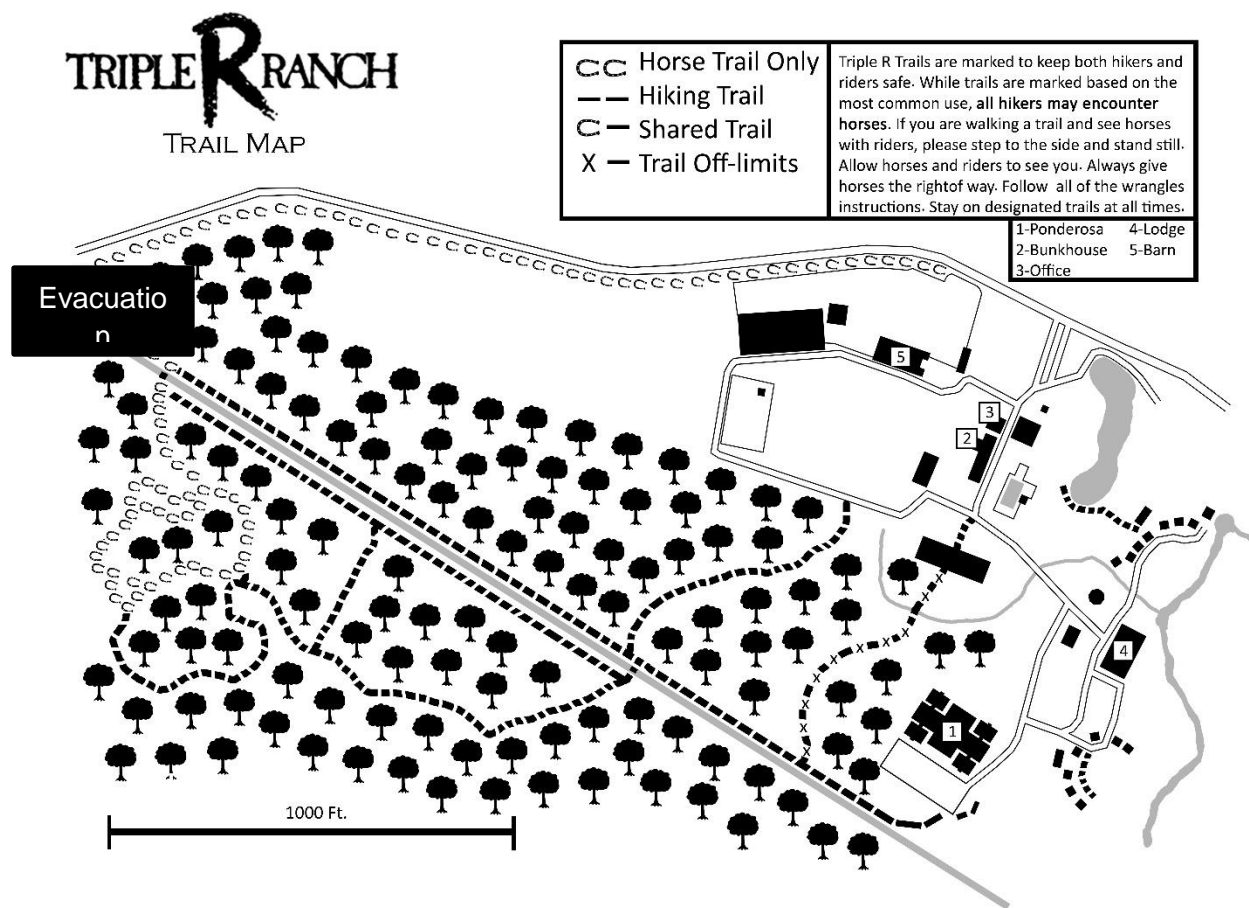
If Indoors

1. Look for a safe evacuation route
2. Remain with campers
3. If there is no safe evacuation route, lock or block all doors and windows. (Allen wrenches are located above doors that require special locking).
4. Spread and hide campers behind furniture

If Outside

Seek safe shelter if nearby

1. Run in opposite safe directions in small groups towards the Santa Fe Trail
2. If the Santa Fe is not a safe location, follow instructions from the ranking staff member
3. Use the Map below to find a safe evacuation route



When Law Enforcement arrives

1. Remain calm and quiet while waiting for instructions
Put down any item in your hand

2. Raise hands and spread fingers
3. Avoid any sudden movements

Media Procedures

In the event an emergency situation does develop which is of such a nature that the media becomes involved in any manner, the following procedure is to be followed.

1. The media spokesperson will be the Executive Director first and the Program Director second
2. In case of serious injury or loss of life, no names will be released until parents and/or next of kin are informed by personal contact.
3. All future media contact is still to be directed to the Executive Director or the Program Director.
4. Do not speculate about the incident to anyone. If it is not fact, do not share it!
5. Do not post anything about the incident on social media.

Parent Communication

If a situation develops where parents need to be notified, the office staff will determine the best way and which to do so. Counselors are never to notify parents of any situations at camp without permission from the Program Director. Parent notification may include alternate pickup routes and locations as well as incident information and child location.

Air Horn

The leadership staff will sound the air horn when there is an emergency that requires everyone's attention. If you hear three blasts from the air horn, turn on radios to channel 5 and await instructions. Staff beyond radio range should move within radio range and await instructions.