

The Harold and Mitzie James 4-H Outdoor Learning Center

Policies & Procedures

(Reviewed/Updated annually)

We are pleased that you have chosen the James 4-H Camp for your event. Be aware that the James 4-H Camp is part of the Arizona 4-H Program, a century-old youth development program grounded in research through the Cooperative Extension and Land-grant University system. 4-H is a positive youth development program designed to build leadership and life skills, strengthen families and communities. 4-H helps youth reach their potential and provides a safe place to learn and grow. As such we ask that our users be mindful of the programming they bring to our facility and abide by the policies and procedures laid forth in this document.

These policies and procedures are designed to help the User have a safe and enjoyable camp experience. They reflect the latest American Camp Association (ACA) requirements for its members. **Please share them with the appropriate people in your organization.**

Your contacts during your time here:

Margaret Carroll - Assistant in Extension, 4-H Camping Program: 928-710-6881 (cell)

Dan Tomlinson – Facilities Director: 928-830-6024 (cell)

****Please review our camp policies and procedures as well as our Emergency and Program Standard Operating**

Procedures before you arrive. Additionally, Binders with all this information can be found in the Anasazi Cabin (Health cottage) on the table (left) as soon as you enter through the front door. Be sure to follow these procedures in case of an emergency and during your programs. Should there be an incident, contact Margaret Carroll or Dan Tomlinson immediately after contacting emergency service personnel. You will also find a binder with incident reports available. If there is an injury, including minor injury, we request that you complete one of these for our files (in addition to your own incident report for your records).

There are hazards found in any camping situation. Please take a moment when you arrive with your group to walk around the facility and note anything that looks dangerous. If you have youth campers with you, take time to explain to them potential hazards. Our greeter will show you around the facility and point out items of interest.

You are required to have a certified food handler if you are serving meals at our facility. The certificate should be on file in our state office before your arrival. Similarly, you are required to have a certified lifeguard contracted if you plan to use the lake as a swimming facility. This should have been noted in your original contract as well. Please contact **Sandra Saad, our reservations specialist**, at 520-626-4086 if you have questions about your contractual agreement.

At the conclusion of your stay, a camp staff member will check you out of the facility. This process includes a walk around the camp to determine cleanliness and order. We ask that you leave things in better condition than you found them for the next group. Directions on how and what to clean are posted in each cabin and building. Be mindful that your group may be charged a \$25 per hour cleaning

fee, per cleaning person, to restore the facility. The Director will ask that you sign a checkout sheet as well.

Please let us know if you have any questions or need assistance, a James 4-H Staff member will be on site during your stay.

1. Emergency Information

The User is advised that they are responsible for all supervision, including behavior, first aid, emergency care, and emergency transportation for their group. The User is expected to visit with the On-site Director to review important policies and procedures on a checklist, as well as tour the camp, upon arriving at the facility.

Procedures to help prevent lost participants are contained in the **Emergency Notebook in Anasazi Cabin, i.e., Health Center**. The User is advised to familiarize staff and participants with its content. Emergency telephone numbers, including those of the Camp Director, Camp Facilities Director, University contacts and evacuation procedures are in the Emergency Notebook in the Anasazi Cabin and are posted on the walls, by the doors, throughout the facility.

2. Camp Maintenance and Utilities

The User is responsible for maintaining and leaving the Camp clean and in good condition. The User agrees to pay for materials and labor to repair any damage beyond normal wear and tear to the facility. Removal of graffiti will cost the user \$50 per room. All cabin beds and furniture must be returned to their original positions, cabins swept, and wastebaskets emptied in the garbage cans near the kitchen. Liners must be placed in the wastebaskets. New liners may be found near the washing machine. The Recreation Hall must have all furnishings returned to their original position; a map showing the location of all the furniture is located just inside the door. The Recreation Hall must be swept, damp-mopped and trash can liner replaced. Cleanup procedures for bathrooms, kitchen and dining hall cleanup are posted at those locations. The entire grounds must be policed; NO piece of trash is too small. **Additional cleaning required by 4-H Camp staff will cost the User \$25 per hour/per staff required to provide the cleaning.**

The User should use the Repair and Work Order forms found in the Anasazi/Health Center cabin to report items to be repaired or request work to be performed particularly regarding health and safety concerns. These completed forms should be given to the Maintenance person.

During the heating season, User will be charged for propane used for space heating. All gas used from the 360-gallon tank near the Recreation Hall will be charged to the User as it is for space heating only. Use beyond 10 gallons per day from the 1000-gallon tank will be charged to the User. The Camp generator may not be operated all night but must be turned off when the User's program has ended for the evening.

A chart indicating the location of all electrical lines and cutoff points, gas lines and valves and water cutoff points is posted in the kitchen and Anasazi/Health Center Cabin.

3. Use of Facility

The User is advised that it is responsible for the supervision, behavior, and safety of its participants. All facilities including fishing and the Frisbee golf and orienteering courses are available at no additional charge. Some sports equipment is available, but if the User is avid about playing a certain sport, Users

should bring their own equipment. The Camp sells ping pong balls for \$0.25 each. Please let the camp know if fishing or boating will take place, arrangements for equipment/supervision is needed prior to arrival at camp.

Waterfront use requires certified personnel as set forth in Item #11 below. The use of the Ropes Course requires trained personnel as set forth in Item #12 below. Hiking trails are numerous. The trail down Ash Creek is one of the most beautiful in the state. An outdoor fire is permitted only at the Camp Fire Circle. When fire restriction has been issued by Yavapai County and the Forest Service, the camp follows all restrictions for the safety of participants and the facility. A modest amount of firewood is provided by the Camp; however, fires should always be kept small. Groups may be charged for excessive use of firewood.

4. Smoking and Other Restrictions

Camp policy strictly prohibits smoking except at the Fire Circle *for those of legal smoking age*. In consultation with the camp personnel, another smoking area may be designated away from children and nonsmokers for Users operating camps for children. Smoking is NOT permitted in any building. Proper disposal of cigarette butts is required, and if violated, the user will be charged an additional \$25 cleaning fee.

Alcohol is only permitted by prior written request, and only permissible *for those of legal drinking age*. Should your event include alcohol, the user must complete UA paperwork with the contractual agreement. The use of illegal drugs is strictly prohibited.

No firearms are permitted. If groups are interested in specialty activities such as archery, they are required to store all equipment under lock and key.

No pets are allowed. If pets are brought to camp in violation of this policy, there will be an additional charge of \$50 per day per pet.

The User is advised that gas and liquid flammables, explosive and hazardous or poisonous materials should be handled only by persons trained or experienced in their safe use and disposal. They should be stored appropriately (under lock and key) with access limited to trained people, in closed safe containers that are plainly labeled as to contents and in locations separate from food.

The property to the west of Camp is owned by others who value their privacy. The User will inform its participants that this area is off limits. The property to the north of the Orienteering Course is not included in this Agreement and may not be used.

Do not post any signs along the forest road from the highway to Camp. The road is well signed to the James 4-H s Camp. The Forest Service does not approve of additional signs and will remove them. They will then voice their displeasure to us.

5. Telephone and Internet

Cell phone service is available in camp via "Starlink". The best cell phone signal can be obtained around the dining hall – please use this space should you need to make an emergency call. The User is encouraged to have access to those providers or have a roaming agreement through their cell service provider.

The James 4-H Camp provides internet service free of charge through “Starlink”. The password may be obtained from the Camp/Facilities Director upon group arrival.

Please refer to the emergency procedures posted in the Anasazi/Health Center.

6. Safety

It is the User’s responsibility to have written evidence that allows the User to verify and evaluate the skills of each staff member to teach or assist in specialized program activities.

The user is advised to purchase secondary insurance coverage for participants, on an event basis. This can be done through contacting an outside insurance company able to supply “event insurance”, especially if specialty events are conducted.

The User will report any safety concerns to the James 4-H Camp/Facilities Directors. Incident reports or accident reports (found in Anasazi/Health Center Cabin) are to be completed for all incidents and for those accidents which resulted in injury requiring professional medical treatment. Participants are advised to wear proper footwear; going barefoot, other than at the waterfront, should not be permitted.

The User is advised to store all medications (prescription and over the counter) under lock or in the controlled possession of the person responsible for administering them. The James 4-H Camp does not provide first aid supplies or equipment. However, there is an AED located in the Anasazi/Health Center Cabin.

The User is advised to have an adult on duty for emergency care with CPR and First Aid certification from a nationally recognized provider. A certification in Wilderness First Aid/Registered Nurse/LPN/Paramedic is strongly recommended, as distance to the nearest hospital is approximately 50 minutes and emergency services may take longer than 30 minutes to reach the facility. For youth groups, certification should be in second level first aid and CPR from a nationally recognized provider. Bloodborne pathogen training is strongly encouraged and is often part of basic First Aid certification. You will find a Bloodborne pathogen kit in the Anasazi Cabin in the cabinet under the sink.

The phone numbers and location of emergency medical treatment services including ambulance and air evacuation, nearest doctor and hospital are in the Emergency Notebook at Anasazi/Health Center Cabin and posted in the dining hall.

The User is advised to always provide their own emergency medical transportation. This vehicle should have at least one-half tank of gasoline and, like all vehicles, be parked so that it is not necessary to back up to leave the camp. Vehicles that carry 15 or more passengers should include camp staff supervision, in addition to the driver, who are trained in safety responsibilities and group management, especially in case of an emergency. Accident procedures should always be stored in the vehicle, and those responsible for the passengers should be prepared to respond. Users are also advised to require passengers to wear restraint devices while in vehicles. Users are prohibited from transporting passengers in the back of trucks or other similar vehicles not designed for passengers.

Should an evacuation of the camp be required, users are advised to exit the facility in vehicles in an orderly caravan formation. There is a primary exit to the camp facility, retreating along the entrance

road to Forest Service Road 105. In case the road becomes blocked, users are advised to plan an exit, on foot, via the creek path behind the ball field. Users should become familiar with their surroundings upon arrival at the camp. In case of flood, users can retreat up slope, being mindful that the land around the camp is privately and governmentally owned. In case of forest fire, users are advised to contact the proper forest service officials listed on the emergency services list in the Anasazi/Health Center cabin and wait for instruction.

The User is advised to gather the following information: names and addresses of all participants; emergency contact names and numbers; a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while at camp; for minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver. All food allergies must be reported to the Head Cook before camp begins.

Any trespassers should be reported immediately to a James 4-H Camp employee.

Hand and power tools owned by the James 4-H Camp may not be used by the User. The User is advised that hand and power tools brought by the User be provided with necessary safety devices, be in good repair and be handled only by persons trained or experienced in their use.

7. Forest Fires and other Disasters

Emergency procedures and evacuation plans are detailed in the Emergency Information notebook located in Anasazi /Health Center cabin. The User is advised to notify its staff that in the event of fire or other disaster, all individuals directly responsible for participants are advised to escort them immediately to the campfire circle for assembly, roll call and further instructions.

Users operating children's camps are advised to practice a fire/disaster drill early in their period of use. There is a handheld siren in the Anasazi/Health Center cabin. All campers and counselors/staff should assemble in an orderly and timely manner at the campfire circle. The User may assign support personnel to deal with the emergency. Remember, the User's responsibility is to ensure the safe evacuation of human beings, then and only then, to deal with the cause of the emergency. Fire hoses are not to be removed. Fire extinguishers discharged for any reason other than fire will cost the User \$50 each for recharging and servicing.

8. Rooming Accommodations, Staff: Camper ratios, and Youth Risk Management

The number of beds in each cabin meets the square feet of floor space per bed and spacing between beds required by the American Camping Association. Beds may NOT be moved from one cabin to another without prior permission. No food in sleeping cabins, snacks may be kept in sealed containers in the dining hall or staff cabin.

Users operating a children's camp are advised to have a responsible person sleep in each camper cabin. This person is responsible for discussing the use of an emergency exit route and ensuring exits are not blocked. Lease groups should also be aware to minimize the potential of a camper being in a 1:1 situation with a staff member/adult chaperone.

9. Maintenance Person

The James 4-H Camp will provide at least one person on site who is knowledgeable about the facility and

able to make repairs. The Facilities Director lives close to the camp. In the event of an emergency, you will find staff contact information in the Dining Hall Kitchen and Anasazi/Health Center Cabin along with contact information to the local Yavapai Extension Office. Users are responsible for routine maintenance such as plunging toilets and emptying wastebaskets.

10. Users with Specialized Program Activities

(A specialized activity is one whose safe conduct requires supervision by persons with specialized training and experience to make judgments concerning equipment, procedures, and safety considerations. A specialized activity would include archery or other target sports, ropes course, boating, swimming, gymnastics, etc.) A minimum of two staff members should be present at all specialized program activities.

The User is advised to implement written operating procedures for each type of specialized activity, based on information from authoritative sources that include eligibility requirements for participation, staff to camper supervision ratios, identification of appropriate protective equipment, safety regulations and emergency procedures.

The User is advised to require that participants be provided a safety orientation before engaging in specialized program activities and that participants using equipment be strictly monitored until competency is demonstrated. The User is advised to require that participants in target sports utilize clear safety signals and range commands to control both the activity at the firing line and the retrieval of targets and arrows. 4-H Shooting Sport activities conducted on-site must use a certified shooting spots instructor.

11. Aquatic Activities

To provide overall supervision to the aquatic facility, staff, and program operation of each aquatic area, the User is advised to provide a staff member who meets the following qualifications:

- a. Has a current **open water lifeguard** certification from a nationally recognized certifying body.
- b. Has at least six weeks previous experience in a management or supervisory position at a similar aquatic area or has completed additional aquatics management or supervision training from a nationally recognized aquatics organization.
- c. Is at least 21 years old.

Users are advised to provide a staff member to be on duty and accessible who has:

- a. Certification from a nationally recognized provider in first aid, including training on bloodborne pathogens.
- b. Certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (e.g., pocket masks).

The User is advised to implement written procedures that specify:

- a. Minimum ratios of aquatic certified persons and lookouts on duty for each type of aquatic activity.
- b. Ratios for supervision of campers and youth groups which always include a minimum of two staff members, at least one of whom is an adult.
- c. All aquatic certified persons and lookouts are always attentive to their responsibilities and located in positions from which they can continuously observe and readily assist participants.

The User is advised to establish safety regulations and emergency procedures in writing for all aquatic activities. Users are advised to implement a safety system at all aquatic activities that enables lifeguards to quickly account for all swimmers such as the “buddy system”. Enough responsible adults as well as lifeguards must be out of the water while guarding and located in positions from which they can continuously observe and quickly account for and assist any participant.

In case of near drowning or other aquatic accident, qualified parties will administer appropriate first aid and immediately send a responsible person to call for air or surface evacuation. Directions for air evacuation are in the Emergency Notebook in the Anasazi/Health Center Cabin. The heliport is in the meadow at camp. User is advised to See Emergency Standard Procedure

The User is advised to implement a system to evaluate and classify participants swimming abilities and assign participants to areas, equipment, facilities, and activities commensurate with their abilities.

When individuals confined to wheelchairs use the waterfront area, seat belts or ties should be removed when there is a possibility of the wheelchair rolling into the water.

The User is advised to ensure that Personal flotation devices (PFDs) are safe for use as evidenced by U.S. Coast Guard approval; proper type, size and fit for each Users; buoyancy, as tested annually, sufficient to support designated weight; and a safety check given immediately prior to use. PFDs should be worn by all people in small craft and watercraft activities and can be found in the activity shed next to the rec hall. The User is advised to have procedures in place to train all persons using watercraft in boarding and debarking, trimming and movement of the craft, use of lifejackets and self-rescue in case of capsizing or swamping.

Users participating in watercraft activities are advised to have one or more certified staff with instructor's rating in the appropriate craft or lifeguard training from a nationally recognized certifying body. All participants are advised to wear personal flotation devices, adhere to safety regulations, and utilize a designated check out system. The User is advised that use of personal watercraft, such as, water scooters and motorized boats are prohibited.

12. Adventure/Challenge Course (Ropes Course)

The User is advised that the Ropes Course should be under the overall supervision of an adult staff

member who has certification or documented training or experience from a recognized organization or certifying body for the type of activities offered. The User is advised to ensure by written evidence that the overall supervisor of the ropes course activities has at least six weeks' experience in a management or supervisory capacity in similar types of programs. The James 4-H Camp does not provide Ropes Course personnel, but it does an annual inspection of the course by a challenge course certified organization.

The User is advised to have documentation of regular observations of supervisors to verify that activities leaders enforce established safety regulations, provide appropriate instruction, identify, and manage environmental and other hazards related to the activity and apply appropriate emergency and rescue procedures related to the activity and the participants.

The User is advised to implement written operating procedures for each type of activity based on information from authoritative sources that includes eligibility requirements for participation and minimum ratios of trained staff to participants required for each type of activity, identification of appropriate protective equipment and safety regulations and emergency and/or rescue procedures.

The User is advised to implement a policy to ensure that the ropes course is available for use only when a qualified adult activity leader is present and safety rules are in practice. The User is advised to require that spotters and belayers be instructed in proper procedures and directly supervised until competency is demonstrated and located in positions from which they can continuously observe (spot) and quickly assist any participant.

13. Enumeration of Risks for Lessees

Transportation:

- a. Camp policy forbids the transportation of participants in vehicles not designed for passengers, such as the back of pickup trucks or wagons where seats are not attached to the vehicle.
 - b. Perhaps the greatest risk of catastrophic loss is the travel to and from Camp. The highways have obvious risks. The five miles of dirt road into Camp are rough and occasionally muddy. Drivers are advised to drive slowly; passengers are advised to wear seat belts if the vehicle is so equipped.
 - c. The James 4-H Camp discourages parking vehicles in the main part of Camp when camp is in session except for the User's emergency evacuation vehicle. Parking is provided in upper camp. If vehicles must be driven into camp, extreme care should be exercised. No vehicles may be parked near the fire circle or in the meadow. Parking areas are designated on the Map provided with this Agreement.
1. The pond and ropes course represents the most serious risk. They are not fenced, and campers and staff should be carefully supervised and NOT ALLOWED AT THE POND OR ROPES COURSE AT ANY TIME WITHOUT ADEQUATE SUPERVISION. Users are encouraged to require campers under

the age of 18 to maintain a body length distance from the pond unless they are engaged in swimming activities. The pond has weeds which could trap a tired swimmer and the water is not clear. There is a throwing ring and hook at the pond. Cell phone service is available at the dining hall and dining hall deck. Emergency numbers are posted in the dining hall and in the Emergency Handbook in Anasazi/Health Center Cabin. Please refer again to Item #11 and #12 above for detailed policies concerning use of the pond and ropes course.

2. The powerhouse and pump house also represent risk and while all electrical connections are secured and the well cover locked, unauthorized persons are advised not go near the buildings.
3. As the James 4-H Camp is in a remote setting, the danger of getting lost is a significant risk. Instructions for preventing lost Campers and, if necessary, steps to take in their recovery are found in Anasazi/Health Center Cabin. Please be sure that everyone is apprised of this information.
4. Camp is in the forest. People can walk into trees and branches, twist ankles on uneven ground, come upon rattlesnakes and poisonous insects, suffer blisters, and encounter other hazards from life outside. If Users are allergic to bees, they are encouraged to carry an EpiPen.
5. Because of our isolated Camp, the danger of fire is a major risk. Fire may have its origin in Camp and for that occurrence we have provided smoke detectors in all sleeping cabins, fire extinguishers in/outside all buildings as well as fire hoses around Camp and a 500-gallon trailer with water pump. Fire may also originate in the forest surrounding Camp. In either instance, the User's responsibility is to the people in Camp and procedures for their evacuation are detailed in the Emergency Handbook in Anasazi/Health Center Cabin.
6. Electricity at the James 4-H Camp is provided by generators. The generator is turned off in the evening at the end of the User's program day. This means that all participants should have flashlights. Cabins have limited power for lights and receptacles on a 24-hour basis.
7. Risks may be reduced by insisting that everyone always wear shoes, at least one person skilled in first aid be present at camp activities and that first aid materials are available, that all games are well supervised, that campers have plenty to do and are well supervised. Report potential hazard or unsafe condition to a James 4-H Camp employee immediately. Smoking is permitted only as set forth in paragraph 4. And most importantly, that the requirements set forth in this Agreement are conscientiously enforced.

Campfires are **only** permitted in the campfire circle. As mentioned above, the danger of forest fire is **great** at the camp. When using the campfire circle Users are advised to have a bucket of water on hand, and/or ready access to a water source as well as a shovel. When finished with the campfire, ensure that it is out entirely. Do not build a fire if there is excessive wind. When hosting a campfire, especially with youth, ensure that everyone remains at least a body length away from the fire circle.