

Appendix C: Holiday Lake 4-H Center- Specific Information

Holiday Lake 4-H Educational Center Appendix to the *Virginia 4-H Camping Handbook*

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Section 1: Introduction

Use of the Appendix

This document is designed to be a supplement to the *Virginia 4-H Camping Handbook* and should be used by persons with 4-H responsibilities in each of the 17 counties and 2 cities that camp at the Holiday Lake 4-H Educational Center, Inc. Those with 4-H responsibilities should consult the *Virginia 4-H Camping Handbook* first and then use this appendix for Holiday Lake 4-H Center-specific information. The *Virginia 4-H Camping Handbook* contains information, policies, and procedures that apply to all of the Virginia's 4-H camping programs. Appendix C contains information specific only to the Holiday Lake 4-H Center. Both books must be consulted to provide appropriate 4-H camping programming at Holiday Lake 4-H Educational Center.

Counties and cities served by the Holiday Lake 4-H Center participate in the summer camping program either as individual units or as part of a camping cluster. From this point forward any references to "units" or "clusters" may be considered interchangeable, except when noted.

Please feel free to contact the Holiday Lake 4-H Educational Center, Inc. any time you have questions or need assistance. Our staff is here to assist you. We appreciate your support and commitment to 4-H Camping Programs.

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Holiday Lake 4-H Center Information

4-H Center History

Holiday Lake 4-H Educational Center is located near Appomattox Courthouse in the midst of the 20,000 acre Appomattox/Buckingham State Forest. Appomattox Courthouse Historical Park is 12 miles to the west. Other nearby points of interest are: Buckingham Courthouse, the towns of Appomattox and Farmville, and Sailor's Creek Historical area.

The buildings on the property were constructed by the Works Project Administration during the 1930's to serve as a base camp for the workers building the dam and clearing the lake bed. 4-H camping began at Holiday Lake 4-H Center in 1940, when a group of agents from surrounding counties met to consider leasing the site from the Park Service. Later that year, a five-year lease was signed on 19.8 acres of land. Also included were 16 cabins and a dining hall. Agents and

volunteers worked to wire and improve the cabins prior to the first 4-H camp in the summer of 1941.

Through the years, the lease has been up graded to include 158 acres of property. The latest lease, which was approved by the Virginia General Assembly in December 1980, will expire in December 2080. Current building improvements include: 15 cabins, remodeled dining hall with conference room, three winterized lodges (64, 32, and 24 capacity), a small kitchen facility for groups of 20 or less, a covered amphitheater, Jr. Olympic pool, a covered pavilion, a basketball/tennis court, shooting education ranges, a barn for farm animals instruction, a low and high element rope course, a multi-purpose playing field, a campfire circle, and two bathhouses.

Historically, programs at Holiday Lake have centered around outdoor activities. Campers have been divided up into small groups and a theme has been followed throughout the week. Arrays of themes are also used. Classes have been planned to make maximized use of the resources available at the Center.

Youth from 17 counties and 2 cities in the central Virginia area use the Center. The various opportunities that are available at the 4-H Center include - Shooting Education, Natural Resource Education, and Outdoor Adventure programs, conferences, business groups, banquets, church retreats, and much more!

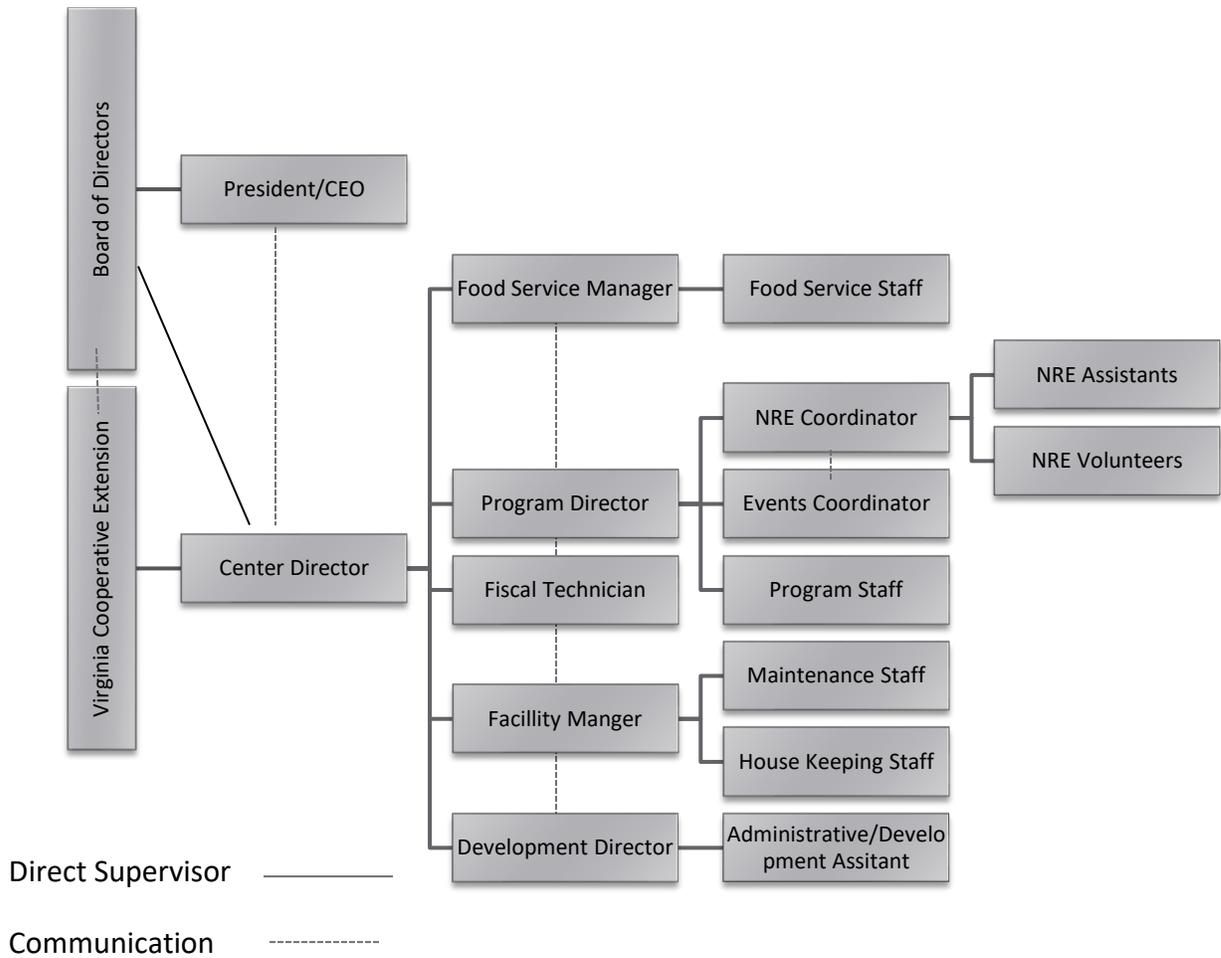
4-H Center Service Area

The Holiday Lake 4-H Educational Center serves youth and families in the following counties/cities:

- Albemarle/Charlottesville
- Amelia
- Amherst
- Appomattox
- Brunswick
- Buckingham
- Campbell
- Charlotte
- Cumberland
- Fluvanna
- Greene
- Louisa
- Lunenburg
- Lynchburg
- Mecklenburg
- Nelson
- Nottoway
- Prince Edward

4-H Center Organizational Chart

The Holiday Lake 4-H Educational Center operates as an independent non-profit corporation. The Board of Directors, through a Memorandum of Understanding with Virginia Tech, operates 4-H camps and programs. The Program Director is responsible for screening, hiring, and training the summer 4-H camp staff, who serve as residential program staff to enhance and support the camp volunteers who are recruited and trained by each camping cluster.



Section 2: 4-H Camp Planning, Implementation, and Evaluation

Camp Dates & Scheduling

Each of the counties served by the HL-4H Center offers a Jr. 4-H Camp program, either singly or in “clusters” during a designated week of the summer season. Camp dates for each county or camping cluster are determined in the fall, during the annual post camp meeting.

Counties are grouped into clusters based on attendance, population, school calendars, and proximity by the Center Director in consultation with the appropriate Extension faculty or staff in the affected counties.

Specialty Camps provided by individual units using the 4-H Center facilities and/or Program Staff are scheduled through the year. Staff with 4-H responsibilities from within the unit must contact the HL-4H Center to schedule facilities and/or program staff.

Other youth, adult and/or 4-H programs are planned and offered throughout the year by the 4-H Center Program Director or Program Staff.

Pre-Camp and Post-Camp Meetings

The Program Director schedules a pre-camp orientation meeting for all 4-H Agents or staff with camping responsibilities in the spring of each year. The pre-camp meeting includes any camp policy updates or changes, camp classes, and any other program notes that need to be discussed. Each unit or cluster also schedules a pre-camp meeting with the Program Director two weeks prior to the first day of their camp session. This purpose of this meeting is to finalize the schedule, go over staff and facility needs, and discuss any camp details specific to the camping cluster. After the camping season, the Program Director schedules a post-camp evaluation meeting for all 4-H Agents or staff with camping responsibilities. This meeting includes discussion of the summer’s program, feedback for the 4-H Center, and a general evaluation for the purpose of planning the following year.

Camp Fees

2022 4-H Camp Fees

Junior Camper **\$200.00/week**

Camp fees for 4-H families with more than one camper will be based on a sliding scale as follows: \$170 for 1st camper, \$165 for 2nd camper, and \$160 for any additional campers

Teen Leaders **\$120.00/week**

One teen leader for each **8** campers per county will be charged \$90/week. Additional teen leaders will pay full fee of \$170.

Adult Leaders

No charge

Adult leaders on a ratio for each 20 campers per county will be allowed ta no cost. Additional adults pay \$120.00.

Extension Agents

\$200.00/week

1. Counties will be billed \$100 per camper, based on the previous year’s camper numbers. on the date eight weeks prior to camp, to be paid through HokieMart. Please process this as soon as it is received.
2. During camp, Agents will review the billing for any remaining fees to be paid through HokieMart with Heather or Tamara. We ask that the HokieMart final payment be conducted Monday, the week following camp.
3. All discounts and scholarships will be applied to this final bill. In the event of a net credit, the 4-H Center will send a check within two weeks of the final billing date to the Unit. All Teen Leader, Adult Leader, and Agent fees will be added to the final billing.
4. Cloverbud Camp: a billing will come to each Unit participating June 5, please process it as a pre-payment soon as it is received through HokieMart.

Camp Numbers Guarantee Policy

Over the years Holiday Lake 4-H Educational Center has ordered food and scheduled staff for the estimated number of campers, teens, and adults coming to 4-H camp. There have been times when the estimate was considerably higher than the actual number of campers, teens, and adults.

This translates into extra expenses for the 4-H Center: extra food ordered, food waste, and more kitchen, maintenance, and lifeguard staff on duty than necessary. The goal of this policy is to minimize the gap between the estimate and actual number of people coming to camp.

Food deliveries must be ordered by Monday afternoon for a Thursday delivery. If a best estimate could be provided by the Monday one week before the camp, it would help the 4-H Center to order and schedule appropriately. Please continue to provide the Program Director with the best estimates in the two-week meeting prior to camp. HL-4H Center usually bills customers for their guaranteed meals and lodging counts for the estimated number even if they are shy only a couple of people from the estimate. Realizing that you are working with a budget, and that you are a very valuable partner to us, as well as the fact that no 4-H Agent can control unforeseen changes in enrollment, the following is HL4-H Center Policy:

- For every 50 campers a VCE unit receives a one camper margin of error from the estimated number. For instance, a Unit brings 100 campers but the estimate was 103, the Unit will pay for 101 campers. Fractions rounded up at 25, i.e. 75 campers entitle a county to 2 campers off the estimate.
- The 4-H Center will be paid for actual campers, teens, and adults above the estimate.

Camp Capacity

The 4-H Center's facilities can accommodate up to 272 camp participants (including all campers, CIT's, teens, adults, and Extension staff). Remember that a supervision ratio of 8 campers for every counselor must be maintained in lodges. The lodging capacity for each building is as follows:

- Large Bunkhouse – 64
- Lake Lodge – 24
- Boy's Bunkhouse – 34
- Cabins 1-15 – 150

Lodge floor plans can be found in "**Resource 1: Cabins/Lodges and Their Sleeping Capacities**"

Camp Program Planning

Camp Orientation

At the beginning of each camp session, on the first day, HL4-H camp staff lead an orientation session for campers. The orientation information includes introductions of staff, volunteers and Extension staff as well as general camp rules. Specific topics include:

- Identifying boundaries for living areas, activity areas, and off-limits areas.
- Expectations for appropriate behavior.
- Precautions concerning natural or physical hazards.

Camp Classes

Campers can choose up to four classes to attend during their camp experience. The HL4-H Center provides several class choices. For a list and description of these classes, please consult "Resource: 2 Camp Class Descriptions." For all additional, unit-led classes, the unit is responsible for obtaining 4-H Center approval for the class, providing class supplies, and arranging for a trained class instructor. Any new class being offered must go through a comprehensive review process with the 4-H Center Program Director. Please consult Section 7 of the Virginia 4-H Camping Handbook for a copy of the planning flowchart.

Appropriate ratios must be maintained at all times during classes. Class maximum limits MUST be adhered to. The unit is responsible for securing enough volunteers to provide an additional

helper/instructor in classes whose ratios are smaller. Please consult “**Resource 2: Camp Class Descriptions**” for specific maximums and ratios for each class.

Special Programs and/or Presentations

Each unit or cluster is responsible for securing, scheduling, and paying for outside speakers/programs that come in during their camp week. Units should take care to secure appropriate references and certificates of insurance when dealing with outside vendors or other equipment/activities that require special training. Always check with the Program Director and/or Center Director prior to securing any outside services. All special programs or presentations must be reviewed by the 4-H Center Program Director for appropriateness. For more information, see “Resource 6-4: Risk Management Flowchart for New Camping Programs, Classes, and Activities” in the *Virginia 4-H Camping Handbook*.

Evening and Campfire Programs

The HL4-H Center program staff will provide regular evening, afternoon and campfire programs. If, however, the unit desires a specific type of programming, planning should occur with the Program Director prior to camp so that the 4-H Center Program Staff may have time to prepare an appropriate activity.

Junior 4-H Camp Sample Schedule

While the camp schedule from week to week follows the same general format, the 4-H Center tries to be as flexible as possible with camping clusters that wish to follow a different schedule format, with the exceptions of meals. Changing of meals times must be approved by Center Director and/or Kitchen Manager.

The sample schedule below is meant to serve as an example. Units may wish to change certain elements, as long as meals are scheduled for the correct times.

Sample Camp Schedule

Monday

10:00-11:30	Arrive-Unpack	6:15-6:45	Flags/Mail Call
11:30- 12:15	Opening Assembly	7:00-8:00	Evening Program
12:15-1:00	Lunch	8:00-9:00	Camp Store/Group Meetings
1:00-1:15	Prepare for afternoon activities.	9:00-10:00	Evening Program
1:15 -4:30	Swim Check/Health Check/Camp Tours Rotations	10:00-10:30	Prepare for bed

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4:30-5:15	Recreation	10:30	Lights Out
5:30-6:15	Dinner		

Tuesday –Wednesday-Thursday

7:00	Wake up	12:30-1:15	Lunch
7:20-7:30	Flags	1:15-1:30	Teen & Adult Meet
7:30-8:15	Breakfast	1:30-3:00	Recreation 1
8:15-8:30	Grounds Clean Up	3:00-4:00	Store & Group Meeting Rotations
8:30-8:45	Morning Assembly	4:00-5:15	Recreation 2
8:45-9:30	Class 1	5:30-6:15	Dinner
9:30-9:40	Class Change	6:15-6:45	Flags/Mail Call
9:40-10:25	Class 2	7:00-8:00	Evening Program
10:25-10:35	Class Change	8:00-9:00	Camp Store/Group Meetings
10:35-11:20	Class 3	9:00-10:00	Evening Program
11:20-11:30	Class Change	10:00-10:30	Prepare for bed
11:30-12:15	Class 4	10:30	Lights Out
12:15-12:30	Prepare for Lunch		

Friday

7:00	Wake up	OR	7:00	Wake up
7:20-7:30	Flags		7:20-7:30	Flags
7:30-8:15	Breakfast		7:30-8:15	Breakfast
8:15-8:30	Grounds Clean Up		8:15-8:30	Grounds Clean Up
8:30-9:15	Cabin Clean Up		8:30-9:15	Cabin Clean Up

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9:15-10:00	Closing Assembly	9:15-10:00	Store (Souvenirs)/T-Shirt Signing
10:00	Load buses, head for home	10:00-10:30	Closing Assembly
		10:30-10:45	Load buses, head for home

Risk Management Forms & Training Documentation

For a description of camp forms and instructions on document retention, see Section 7 of the *Virginia 4- H Camping Handbook*. Procedures for collection of the required forms by the Holiday Lake 4-H Center are as follows (also see “**Resource 3: Documentation Matrix**”):

1. Health History Report Form/General Waiver required for every camper, teen and adult leader and VCE personnel, copies should be provided to the 4-H Center two weeks prior to camp.
2. Medication Form – will accompany medications, to be placed in the zip-loc bag containing the medication. Copies will be made during camp to be kept by the 4-H Center. Units should keep original forms that are signed when parents are picking up medication.
3. 4-H Camp Medication Summary – while not required, use of this form is encouraged to organize medications prior to arrival at camp. The camp EMT will complete a copy of this form on the first day and on the last day of camp.
4. Virginia 4-H Standardized Code of Conduct – required for every camper & CIT. The 4-H Center does NOT require copies of these, but they should be at camp should they be needed.
5. Standards of Behavior for Virginia 4-H Volunteers – required for every teen and adult volunteer. The 4-H Center does NOT require copies of these, but they should be at camp should they be needed.
6. Dietary Needs Form – a summary of special dietary needs for the camp week, should be provided to the 4-H Center two weeks prior to camp.
7. Camp Volunteer Training Checklist – should be completed for each teen & adult volunteer, and copies should be provided to the 4-H Center on the first day of camp.
8. Camp Participation Form – a summary of camp participants’ demographic data used by the 4-H Center for reporting purposes should be completed and provided to the 4-H Center by the last day of camp.

Additional Planning to Consider

- 1) Camp registration – it is up to each individual unit to manage camp registration for its participants.
- 2) Camp Arrival and Departure times
- 3) Camp Theme
- 4) Name tags for all participants
 - a. Name tags should be designed in such a way that campers, teens, and volunteers are easily and visually distinguishable from each other.
- 5) Evening Programs
- 6) Participant and counselor ratios, number of campers and volunteers for each county within a cluster to bring.

Section 3: Camp- General Policies & Information

Risk Management Planning & Incident Analysis

The Holiday Lake 4-H Center analyzes, at least annually, the various exposures to risk that are inherent in a camping program and has developed a plan to manage each of those risks.

The Program Director annually reviews medication logs and incident reports to analyze when, where and how injuries and accidents take place. The Program Director will evaluate policies and procedures to determine how such incidents may be reduced and, when appropriate, consult with Center Director on any policy, facility or personnel changes that may be necessary.

The HL 4-H Center uses other resources to allow for input from outside advisors to identify steps to reduce incidents, accidents, and injuries, and modify procedures and implement changes as necessary. Some of these include:

- HL 4-H Center Board of Directors
- Virginia Tech Office of Risk Management
- Evaluations completed by campers, teens, adults, staff, and user groups.
- Post-camp evaluation meeting with Extension Agents, conducted in the fall.

Camper Security & Accountability

The accountability of campers ultimately lies with the Camp Director, Supervising Agents, and the 4-H Center Program Director. In turn, other agents, adult leaders, and teen leaders have responsibility for knowing exactly where their campers can be found and to recognize and report immediately any missing camper. Concern for the accountability of campers cannot be over emphasized; therefore, the 4-H center utilizes the following procedures:

1. It is the responsibility of the Camp Director to have available to all class instructors an accurate listing of the participants in each class. Roll must be called at the beginning of each class session, each day. Only the Camp Director/Agent may make changes in the assignment of campers to classes, and communicates any changes to instructors as necessary. Teen leaders assist class instructors with instruction and camper supervision. **A ratio of one (1) teen leader per every eight (8) campers (1:8) must be maintained at each class.**
2. The Camp Director is responsible for having an accurate list of participants in each group/pack. This list must be made available to teen leaders and adults so that roll may be taken at each group/pack meeting. Only the Camp Director/Agent may make changes in campers' group/pack assignments and will communicate any changes to instructors as necessary. Teen leaders help campers develop appropriate group/pack meeting

presentations. **A ratio of one (1) teen leader per every eight (8) campers (1:8) must be maintained at each group/pack meeting.**

3. The Camp Director will require a roll call to be taken at bedtime at each lodge. Agents, adults, and teen leaders will have an accurate listing of campers residing in their lodges at all times and at least one teen leader will be assigned to supervise each room of campers.
4. Teen leaders will provide camper supervision during cabin clean-up, rest period, swimming and recreation time, meal times, assemblies, and evening programs. Adult leaders will also be assigned supervisory roles during camp as designated by the Camp Director, Agent, and Program Director.
5. The Center Summer Camp Staff will work closely with the Camp Director and Extension Agent(s) each week to ensure proper safety and quality programming. Camp staff will lead most assembly programs, provide core program instruction, supervise high risk and specialized activities including swimming, canoeing, riflery, archery, and the challenge course, and provide general supervision for most programs and activities. The camp staff will not be responsible for night-time lodge supervision.
6. Once campers have checked-in to camp, they may not leave the grounds unless arrangements are made in advance with the Camp Director and the camper's Extension Agent and an Early Release/Withdrawal Form has been completed. These forms are kept in the Camp Office on the circulation desk. Campers are only to be released to their parent/guardian or other designee as listed prior to camp on the Health History Report Form. A government-issued ID is required to sign out campers.
7. If, on the first day, a camper who is expected to participate does not arrive at camp, the 4-H Extension agent will call the parents to see if there was a change in plans, within the first 24 hours. If the camper is not coming to camp, then the Camp Director and/or Supervising Agents must ensure the appropriate people (teen leaders, adult volunteers, class instructors, and summer staff) are updated to amend attendance lists. The Extension Agent must notify the Program Director and/or Center Staff Coordinator if the child is supposed to be at camp and is not seen. Search procedures will be followed.
8. In most emergency situations, the Program Director, Extension Agent, and Camp Director will provide guidance and leadership. Should they be unavailable, a non-supervising agent, Camp staff member, and/or the Center Director will keep everyone abreast of the situation and the necessary actions to follow until the Program Director, Supervising Agent, and/or the Camp Director return or until otherwise directed by the Virginia Tech Office of Risk Management.
9. All camp personnel will maintain the following appropriate supervision ratios:
 - a. For participants 4-5 years, a 1:5 ratio should be maintained
 - b. For participants 6 through 8 years, a 1:6 ratio should be maintained

- c. For participants 9 through 14 years, a 1:8 ratio should be maintained
- d. For participants 15 through 18 years, a 1:10 ratio should be maintained

Lodge Checks & Security

Cabins, lodges, and bathhouses during 4-H Camp should be monitored in the following way to insure campers/teens are at the appropriate place at the appropriate time.

- Two male and two female adult leader/agent/teen* (must be two adults or two teens to avoid one-on-one situations) will walk by each cabin/lodge room and bathhouse. The adult/teen/agent of the same gender residing/utilizing in that area will knock on the cabin/lodge/bathhouse door and then look into the cabin/lodge/bathhouse to ensure that no campers or teens are in these locations at times when they need to be elsewhere.
- These “sweeps” need to take place at the following times:
 - At the beginning of every meal
 - At the beginning of every class
 - At the beginning of each recreation period and randomly throughout recreation periods
 - At the beginning of each afternoon or evening program
- In the event that a camper or teen is found at an inappropriate location during a “sweep”, they should be sent to the appropriate area or detained and turned over to their 4-H agent if the code of conduct is being violated.
- In the event that a camping cluster does not utilize a cabin/lodge room they should inform the Program Director. The cabin/lodge room will be locked for the week.
- Adjustments to this policy can be discussed with the 4-H Center Program Director prior to the camping week.

Security and camper safety is an overriding consideration in the planning of a camp week. Because of the relative isolation of Holiday Lake 4-H Educational Center, it is relatively easy to quickly identify visitors and intruders. The Camp Director for the week will be responsible for assigning a volunteer to provide camper security. This will include:

- Watching closely for intruders and identifying visitors
- Patrol the cabin area for a reasonable time after lights out
- Watching for problems with campers or teens

Intruders & Visitors

Visitors to the 4-H Center during camp sessions report to the Main Office during regular office hours (8:00AM to 4:30PM) and sign-in as directed by signage along the road. If visitation occurs after Main Office hours (before 8:00AM, after 4:30PM), the visitor must report to the Dining Hall. The Extension Agent of the person being visited is notified and requested to come to the

office, accompanied by the person being visited. Visitors are not allowed to wait in the lodge rooms or other areas of camp. Extension Agents should include information advising visitors of this policy in their confirmation packets to registered campers.

Visitors checking-in are given and required to visibly wear around the neck a Visitor's Lanyard. A picture ID or similar collateral must be left by the visitor upon receipt of the badge. This badge must be returned to the Main Office or by the visitor just prior to his or her leaving at which time his or her collateral will be returned. Unless prior arrangements and approval are made prior to the visit, visitors may not stay for longer than two hours, or past 9:00PM, whichever is shorter.

All visitors who are not registered are confronted by the Camp Director, Center Director, Program Director or designee immediately. Visitors are politely informed that the area is private property, and are asked to leave. The camp area is off limits to visitors from the state park. The Appomattox Sheriff's office is notified at the first sign of any trouble. If an intruder has strayed in from the lake or the State Park, the park rangers are notified immediately, and the State Police called, if action is warranted.

Security Plan

1. The 4-H Center Program Director or designee should remove unauthorized persons with politeness and friendly persuasion. A staff person should be selected to witness the conversation.
2. The Appomattox County Sheriff's Office (911) should be notified when unauthorized person(s) fail to leave.
3. If possible, the 4-H Center Program Director or designee should direct counselors and campers to move away from the unauthorized person and to a safe location.

In case of a potentially hostile intruder, he/she should not be approached alone. The Appomattox County Sheriff's Department (911) should be notified prior to contact. See Armed intruder policy in the Risk Management Section of this Appendix

Transportation & Traffic Control

Transportation To and From Camp

The HL4-H Center does not provide transportation to and from camp. Bus transportation is usually the preferred method of transportation to and from camp. Parents should be provided with the following information in writing prior to camp:

- Pick up and drop off times and safety procedures
- A system to communicate changes or emergencies that would affect campers' pick up or drop off time or location
- Safety rules for bus travel

Arrival/Departure Procedures

- Buses stop in traffic circle to unload campers.
- Campers are sent to amphitheater, staff will entertain with skits and songs.
- Staff and teens assist with unloading of luggage.
- Buses pull out of traffic circle after unloaded. If buses are remaining on camp, they should park in our back additional parking lot for the week.
- Once buses are out of traffic circle, campers are dismissed by cabin to gather luggage and move in.
- Departure procedures operate in reverse. A designated volunteer will take roll on each bus before departure.

Transportation During Camp

Transportation of campers and volunteers while on-site is restricted to emergency situations unless planned and approved in advance as part of a camp program. Transportation by Extension Agents or staff in personal, state or county vehicles of campers and volunteers is similarly prohibited except in emergencies.

The 4-H Center van is designated as the emergency transportation vehicle when appropriate. The van, and any other 4-H Center passenger vehicles, are maintained in operational order and equipped properly.

Campers and staff may not be transported in personal vehicles or any vehicle that is not designated for passengers. Vehicles may not be loaded above passenger seating capacity. All camp vehicles used for transporting campers and staff are equipped with:

- Health Forms of all passengers (if travelling off-site)
- Cell phone (if travelling off-site)
- Emergency numbers
- First-aid Kit
- AIL (American Income Life) Insurance Claim Form
- Reflectors
- Fire Extinguisher
- Spare Tire
- Jack
- Sufficient fuel

Only qualified drivers, designated by the Center Director based on the driver's familiarity with and ability to operate the designated emergency vehicle, may transport campers. Qualified drivers are age 21 or older and possess a valid driver's license, a copy of which will be provided for personnel files. Drivers are trained in the following:

- Driving instructions specific to the operation of a vehicle larger than the driver's regularly driven vehicle (12-passenger van)
- Backing up
- Loading & unloading passengers
- Dealing with breakdowns or emergencies
- Managing passenger behavior
- Refueling procedures
- Pre-trip vehicle check

At all times, a supervision ratio appropriate to the age of campers or program participants is to be maintained during transportation. At least one adult or qualified supervisor, in addition to the driver, will ride in each vehicle.

All speed limits, traffic laws and regulations are obeyed at all times and all passengers wear seatbelts at all times during transportation. Multiple vehicles will travel in a convoy, travelling and stopping together. Two-way radios are used to keep contact between vehicles. During passenger loading and unloading vehicle is shifted into "Park" and ignition shut off.

At all times, a sufficient amount of fuel to reach any local emergency or medical destination and return to the 4-H Center is maintained in emergency vehicles. If refueling becomes necessary with passengers on board, they will remain inside the vehicle. If passengers must exit the vehicle, they will be moved away from the vehicle and supervised properly.

All passengers remain seated and wear seatbelts (when provided) while vehicles are moving, will not throw items, and will keep all body parts inside of vehicles as well as follow all camp rules and procedures. Campers or youth of camper-age will sit in rear seats. If, at any time, a passenger does not follow the rules or becomes a hazard to safe driving, the driver must pull over and have a qualified person attempt to correct the behavior. If the situation cannot be corrected, the driver or designee will call the 4-H Center to discuss the situation and, when appropriate, initiate parental contact.

All passengers must be oriented to emergency procedures and exits before departure.

Emergency During Transportation

All approved drivers are trained in procedures to follow in the event of an emergency during transportation. In such an event, the safety of the driver and all passengers is of primary importance. The driver or other trained adult/staff member will provide care for any injured passengers as appropriate, securing help or calling 911 as necessary. The driver or another qualified individual will provide supervision for any un-injured passengers.

In the glove box of each center vehicle is a copy of the accident procedures to follow for all state vehicles. All employees will review this procedure before driving a vehicle:

- Immediately call the state police.
- Obtain names, addresses, license numbers, and phone numbers of all people and vehicles involved.
- Obtain names, addresses, and phone numbers of any people who claim to be injured.
- Obtain names, addresses, and phone numbers of any witnesses.
- Note all damage to property.
- Note the number of people in the other vehicle(s).
- Call the Program Director at the 4-H center as soon as possible at (434) 248-5444.
- Call the Nationwide Insurance Company and identify yourself as Commonwealth of Virginia: • (800) 421-3535.
- Provide Nationwide with the name of your state agency (Virginia Cooperative Extension, Virginia Polytechnic Institute and State University, Holiday Lake 4-H Educational Center), vehicle ID number, and accident information.

Traffic Control

The Holiday Lake 4-H Educational Center does not provide transportation to or from camp for campers. Each cluster is responsible for providing or arranging for transportation to and from camp.

Speed limit on all 4-H Center roadways is 25MPH, use caution when camp is in session, 10MPH (starting at water tank as you enter camp) is recommended in traffic circle. Vehicles are allowed only on paved roadways and designated parking areas unless otherwise specified. 4-H Center camp staff and teen counselors are prohibited from driving personal vehicles between arrival at camp on Monday and departure on Friday without specific permission. Adult volunteers are asked to drive personal vehicles only when necessary.

All 4-H Center staff are expected to obey the on-site speed limit and to be alert for campers and other foot traffic when arriving on or leaving the grounds or otherwise performing their job.

Non-Passenger Vehicles

No campers, volunteers, staff or other any other person may be transported in a non-passenger vehicle or in a manner inconsistent with safe operation. Passengers are not permitted in the bed of any pick-up trucks or utility vehicles and overloading of passenger vehicles or passenger areas is not permitted (i.e. sitting on laps, etc.) These policies apply to 4-H Center vehicles at all times, both on and off site, as well as any other vehicles in operation on the 4-H Center premises.

Personal Vehicles

While many Agents, adult leaders, and camp staff have access to personal vehicles throughout the week, the 4-H Center encourages staff to walk to various locations during camp; however, the center recognizes the need for a vehicle when transporting equipment to class and activity locations. If a personal vehicle is used during the week, all Agents, adult leaders, and camp staff must obey the following:

1. All posted speed limits on-site
2. Never transport campers except in emergency
3. Remove the keys from the car and lock it when parked
4. Keep vehicle keys on person at all times
5. Park in appropriate, marked areas only
6. Drive in appropriate, marked areas only
7. Occasionally, transportation of youth due to an existing injury, disability, or other special need may be required. In these circumstances, an Agent or Extension staff may use their personal for transportation, but must complete “**Resource 8-2: Permission to Use Personal Vehicle**” in the *Virginia 4-H Camping Handbook*
8. The 4-H Center will not be responsible for any damage to or by, theft, or loss of personal vehicles. If teen leaders bring vehicles to camp, they may not drive them during the week. Personal vehicles must be left parked outside their lodge and the Extension Agent may claim their keys if necessary.

Vehicle Maintenance & Safety Checks

4-H Center vehicles designed for passenger transportation will be checked on a regular basis to ensure mechanical soundness and safety. These checks include:

1. Mechanical evaluation – to be conducted at least quarterly and in the month prior to the start of the summer camp season.
2. Tire check – tires will be checked with a gauge for proper inflation each week during the summer camp season, and on any day the vehicle is to be used to transport passengers
3. Safety check – an annual VA state inspection that includes
 - a. Lights
 - b. Windshield & wipers
 - c. Emergency flashers
 - d. Horn
 - e. Brakes
 - f. Mirrors
 - g. Fluid levels

Prohibited Items

Drugs, Alcohol and Tobacco

The policy of 4-H in dealing with drugs, alcohol and tobacco is simple and explicit. Possession and/or use of drugs and alcohol by campers, adult and teen leaders, and agents at the Holiday Lake 4-H Educational Center is prohibited during camp programs. Possession of tobacco is permitted only by adult over the age of 21. There is no smoking except in designated areas away from campers and the general camp population (Maintenance Shop, upstairs outside of the Conference Room, above the Dining Hall).

4-H camp planning committees, agents, teen and adult leaders, parents and participants should be informed of the policy on the use of drugs, alcohol and tobacco. At the Holiday Lake 4-H Educational Center there will be no drugs in camp at any time; no alcohol in camp when a youth camping program is being conducted; and smoking will be limited to adults over the age of 21 in designated areas away from campers.

Extension personnel should discuss these policies with their adult and teen leaders. Campers should be informed of the policies at the beginning of camp. Counselors may do this by lodge groups at the first meeting. The Virginia 4-H Code-of-Conduct Form serves this purpose as well.

If alcohol is discovered, the Extension person in charge should consider:

1. The person involved and his/her well-being
2. The future of the present activity and the program for the remaining participants
3. The long-term implications to the 4-H program
4. Legal and liability aspects of the situation

If found, alcohol should be given to the offender's parents or guardian when they are picked up from camp. Should illegal drugs be discovered, the following suggestions will help resolve any problem in the best way possible.

1. The Program Director, who must be notified immediately, will contact the proper law enforcement authorities. They will handle the investigation and any necessary questioning.
2. The Program Director will also notify the Virginia State 4-H Office and the Virginia Tech Office of Risk Management.

If an individual is to be dismissed, the offender will call the parent or guardian and explain the situation in the presence of Extension personnel. The Camp Director will talk with the parent at the end of the conversation. Never send a participant home by him/herself if under the influence of drugs or alcohol. A person under heavy influence should never be left alone. The camp EMT/Nurse should be consulted for recommendations as to proper care and safety. The

call to the parent and the camper pick up should be as private as possible and in a setting that will be least embarrassing for participants/parents and least disruptive to the program.

If all participants are to be informed of the problems, avoid a general announcement to the entire camping group. Counselors should be informed and instructed to explain and discuss with their campers the situation in question. Be sure that all counselors have the same facts and tell the same story.

Weapons

Weapons are considered dangerous in all camp programs, whether or not they are used as part of an activity. For this reason, campers and teen leaders are not allowed to bring weapons of any kind to camp. This includes knives of any kind (hunting, pocket, etc.), firearms, fireworks, or anything that can be considered a weapon or threatening item.

Trained Agents, adult leaders, and camp staff may bring items that are essential to a programming activity. Saws for woodworking class, firearms for riflery class and archery equipment for archery class all support the camping curriculum. These items may only be used in conjunction with a program and must be stored under lock and key when not in use. All equipment must be accounted for at all times and inventoried after each program to ensure it was all returned.

If a camper or teen leader is found with a weapon, the Extension Agent and Program Director should consult and decide upon the most appropriate consequence.

Cell Phones

Cell phones provide an unnecessary distraction at camp, and a risk of undocumented or inappropriate communication with others outside of camp. Therefore, the use and possession of cell phones by teens or campers is prohibited. If, for any reason, the use or possession of a cell phone is necessary for a camper or teen, approval must be made prior to camp. The unauthorized use or possession of a cell phone will be considered a violation of the Code of Conduct and Standards of behavior, and may result in being dismissed from camp, confiscation of the cell phone, or other disciplinary measures. Also see **“Resource 9: Holiday Lake 4-H Educational Center-Cell Phone Policy”**

Search & Seizure

The Holiday Lake 4-H Educational Center has adopted the Search and Seizure Policy passed by the Virginia 4-H Leadership Council to apply to summer camp staff. According to the policy, an Extension Agent, Camp Director and/or Program Director has the right to conduct a search of a participant’s outer clothing, luggage, personal belongings, lodging room, and/or furniture being used if there is “reasonable suspicion” that he/she has something in his/her possession that is not allowed on-site, such as drugs, alcohol, and/or weapons.

If a search is conducted, at least two of the aforementioned people must be present. Whenever possible, the staff member involved should be present and given the option to open all of his/her luggage/belongings. Any contraband found will be handled according to state and local laws and the staff member in question will be subject to appropriate disciplinary action. If, for any reason, a search is necessary, the parent/guardian of the participant will be notified by the Extension Agent and/or Program Director of the incident, the reason of the search, and the result of the search.

Damage Cost Sheet

The Holiday Lake 4-H Educational Center Damage Cost Assessment Form is available upon request from the administrative office.

Animals & Personal Property

Animals

Since animals can pose a big risk to others, campers and teen leaders are not allowed to bring any animals to camp. This includes caged animals such as hamsters and rabbits as well as larger animals including horses.

Trained agents and adult leaders may bring animals to camp if they are an essential part of a program and only after the Program Director has written evidence that the animals are safe and disease-free. When these animals are not being used in conjunction with a program, they must be stored away from the camp population and when possible, under lock and key. The 4-H Center will require the owner of the animal to sign a Waiver Form absolving the Center of any responsibility over the animal and removing liability for anything that may happen to the animal while on site.

Personal Equipment

While it may become necessary for camp staff and some camping personnel to utilize personal sports equipment during programming, the Center encourages these personnel to use Center provided equipment. Should camp staff, agents, and adult and teen leaders decide to bring their own equipment; the 4-H Center will not be responsible for the upkeep, condition, or loss of any item. The 4-H Center encourages all camp staff and other camping personnel to write their names on their equipment and store it under lock and key when not in use. Campers who wish to bring sports equipment to camp, i.e. various balls, should be notified by the Extension Agents that they should put their name on the ball and that the 4-H Center is not responsible for it in any way.

Dress Code

In keeping with the Virginia 4-H camp policies on modesty and sensitive issues, and in order to help ensure an emotionally safe, accepting and appropriate camp environment, the following dress code will be followed by all camp participants:

- All apparel worn at camp should be in good taste and not viewed as offensive by others. This includes logos for alcohol, tobacco, drugs or other inappropriate items, profane language or images, gang signs or symbols, or anything else deemed inappropriate by the Extension Agent, Camp Director and/or Program Director.
- Clothing must cover the body from the shoulders to mid-thigh. No strapless tops, see-through items, or very short shorts. Tank tops with straps less than two inches wide and/or low-cut are prohibited.
- No undergarments (boys or girls) may be exposed.
- Shirts and shoes must be worn at all times. Close-toed shoes are required for all recreational sports activities and some classes.
- For swimming, everyone must wear swimsuits appropriate for being active. Swimsuits that run the risk of indecent exposure, including strapless bikinis and ones that have ties or strings to keep it on the body, are prohibited.

Discipline & Parental Contact

The Program Director and Extension Agents share responsibility and authority for disciplining campers, teens or volunteers when necessary.

- All parental contact should be documented, particularly when contact is made regarding injury, suspicion of injury, suspicion of child abuse/assault, or other instance when emergency services may be necessary.
- Extension staff and 4-H Center staff should include a witness on all phone conversations with parents/guardians to confirm details of the conversations.
- Holiday Lake's Documentation of Parent/Guardian Communication Form (Resource 3 : Documentation of Parent/Guardian Communication Form) will be available in the Camp Office and the Health Clinic.

Section 4: Risk Management

Emergency Numbers/Important Telephone Numbers

FOR ALL EMERGENCIES DIAL 911

4-H CENTER # (434) 248-5444

4-H Center (on site)

Heather Benninghove –Center Director (434) 664-1369

Levi Callahan – Program Director (804) 929-8749

Appomattox Family Practice (434) 352-8235

Dentist: Dr. Wes Saxon

Office (434) 983-2600

Cell (434) 390-7127

Fire Departments

Appomattox (434) 352-5212

Toga (434) 969-1772

Appomattox Sheriff Department (434) 352-8241

Appomattox County Social Services (434) 352-7125

After hours hotline 1-800-552-7096

Holliday Lake State Park (434) 248-7922

Concession (434) 248-6107

Central Virginia Electric : Pole #FH56-1 1-800-367-2832

Poison Control Center – 24 Hours 1-800-222-1222

Animal Control (434)-352-7922

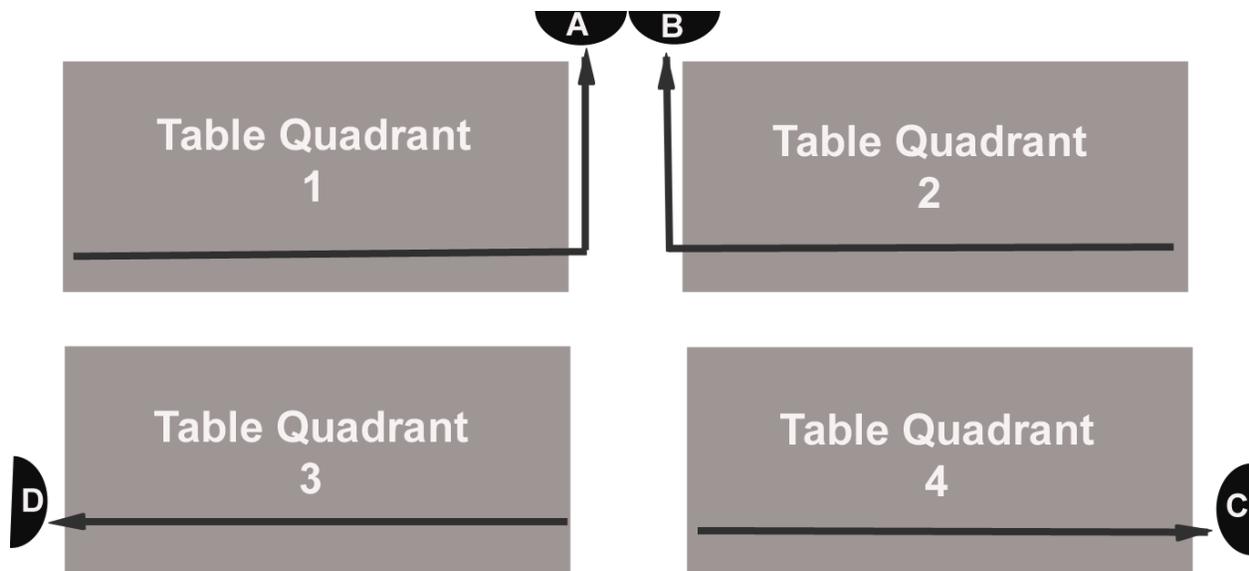
Virginia Tech Office of Risk Management (540)-231-7439

Emergency Procedures

Emergency Drill Procedures

Emergency drills will be conducted near the beginning of each camp week. **Fire Drill** and **Emergency Shelter Drill** instructions will be presented at the opening assembly and at the first meal.

Dining Hall Fire Drill: The Program Director or designee will inform the Kitchen Manager of the time for the drill. The drill will be planned to assure as little disruption to the kitchen operation as possible. The Program Director or designee will pull fire alarm and clock the time required to get everyone from the building. The date of drill and exit time will be recorded and kept on file in the office. Staff will be stationed at each door, and campers and teens will exit the dining hall to assigned door, based on table quadrant (see diagram below), in an orderly fashion. Campers will be directed to the flag poles by staff waiting outside, and lined up by lodging assignments. Teens should then take roll and all campers, teens and adults must be accounted for.



Emergency Shelter Drill: After everyone is accounted for, staff will split lodging groups into larger groups based on their secure shelter area (see TABLE 1). Groups will then be led to their designated severe weather location.

Fire Procedure

- a. In case of **fire at the dining hall**, the fire alarm will be sounded, and the Dining Hall Fire Drill Procedure will go into effect. If the fire is noticed before the alarm sounds, the person noticing the fire will pull the alarm at one of the dining hall exits.
- b. In case of **fire in any other location**, the Center Director, Camp Director, Program Director, or other adults noticing a danger will immediately order everyone from the building or location of the fire. The flag pole area has been designated as the safe location for line up. Person noticing the fire will send a staff member to call the fire department.
- c. The announcement **“FIRE DRILL - LINE UP BY CABINS AT THE FLAG POLES”** will be made 3 times on the page system by the Center Director or the Program Director or the adult who finds a fire. The Summer Program Staff will initiate drill according to previous training, which includes:
 - i. Using a fire extinguisher to extinguish flames if possible
 - ii. Making sure all campers are out of the buildings and safely lined at the flag poles
 - iii. Informing fire department of situation and assisting as instructed by the fire department
 - iv. Program Staff will move all campers to a safe location and initiate rainy day activities or other games and activity as appropriate while waiting for the fire department to arrive.

Emergency Fire Equipment

Fire extinguishers are located at the following sites:

- Center Office (beside the kitchen sink)
- Camp Store (on porch beside drink machine)
- Dining Hall (beside lake entrance door)
- Kitchen (beside the range)
- Basement of Dining Hall
- Conference Room
- Porch of cabin #2
- Porch of cabin #4
- Porch of cabin #7
- Porch of cabin #13
- Boy's Bunkhouse (inside front door)
- Leather Crafts Room (beside door)
- Bunkhouse (on porch between bathrooms)
- Bunkhouse Kitchen (in closet)
- Lake Lodge (porch of Room A)
- Staff Quarters (inside all pods)
- Shop (beside garage door and over work bench)

Extinguishers are checked monthly during the summer camping season by the Facilities Manager and recharged as necessary. An annual inspection is performed in April or May.

Inclement/Severe Weather Emergency Action Plan

In the event that it becomes necessary to relocate campers to shelter/secure locations due to the presence of or imminent approach of potentially dangerous or severe weather, the following policy will be implemented:

(Note: Campers should always return to their cabins unless it is necessary to assemble them in a central location due to the imminent threat of severe weather)

Inclement Weather/Thunderstorm

1. All 4-H Center Staff, 4-H Agents, and Volunteer Leaders who conduct activities outside of the main camp area (i.e. 3-D Archery Range, Ropes Course, Shotgun Range, Skeet Fields) will carry a 2-way radio in order to maintain contact with the Camp Director, Program Director, and 4-H Center Administration.
2. The 4-H Center and/or Camp Director will periodically check weather patterns by way of Internet. Additionally, Holiday Lake 4-H Center will monitor weather patterns and advisories by way of a NOAA Digital Weather/Hazard Alert Monitor and Radio.
3. In the event that Campers need to be relocated to shelter due to mild or moderate inclement weather or thunderstorm, campers and volunteer leaders shall return to their cabins and await further instructions from the Camp Director and/or Program Director. *(it is recommended that each camping unit place a volunteer with a radio in each of the farthest cabins i.e. #s 9 and 15)*
4. Should it become necessary for a camper to use the bathroom during this time, one Volunteer Leader from that camper's cabin (as there are two volunteer leaders per cabin) will request the assistance of a volunteer leader from the adjacent cabin and the two will accompany the camper to the bathroom. At no time should a cabin be left unattended and the Above Suspicion Policy of supervision should be strictly adhered to.

Severe Weather

1. In the event that it becomes necessary to relocate campers to shelter or safe location due to the imminent approach of severe weather (such as severe thunderstorms, high winds, hurricane, tornado, etc), campers and volunteer leaders shall assemble in the dining hall and seat themselves by cabins, bunkhouse, or lodge, and a "Roll Call" will be taken to assure that all camp participants are accounted for. Volunteer leaders will assist in keeping campers calm and quiet, and will await further instruction from the Camp Director/Program Director.
2. Should an imminent threat of severe weather (Tornado) arise, and it becomes necessary to seek secure shelter, campers will be relocated to underground/block-walled facilities in the following order:

TABLE 1: Severe Weather/Emergency Shelter Drill

<u>Lodging Area</u>	<u>Secure Shelter Area</u>	<u>Capacity</u>
Large Bunkhouse B & C Cabins 1 & 2	Large Bunkhouse Room C	52
Large Bunkhouse A & D Cabins 3 & 4	Large Bunkhouse Room D	52
Cabins 5 & 6 Lake Lodge	Bunkhouse Kitchen	44
Cabins 7-9	Laundry Room (door to the right of steps under dining hall)	30
Cabins 10-15	Supply Room (door facing steps)	60
Boy's Bunkhouse	Boy's Bathhouse (divide group between sides and move to shower stall area)	35

3. Summer staff, teen, and adult leaders will keep campers calm and as occupied as possible. Once the Center Director, Camp Director, or Program Director has deemed it safe to emerge from these shelters, a safe location will be determined to account for all camp participants by cabin/lodge assignments. A team comprised of the Center Director, Camp Director, and Program Director will determine if camp will continue. If the decision to evacuate is made, the evacuation plan will be followed.
4. Should a severe weather event occur during the night, campers and volunteer leaders will be notified to assemble in the dining hall (in order of lodging area) by means of the P.A. system, ringing the dinner bell located on the front steps of dining hall, and/or by direct notification.

Loss of Utilities

The loss of electricity at the 4-H Center will:

- a. Affect the cooking of food, which uses electricity.
- b. Affect the heating of water in all buildings.

- c. Severely affect the availability of drinking water since the pump uses electricity. The overhead storage tanks hold 36,000 gallons of water.
- d. Prevent lighting of camp at night

In the event of a long-term power outage at camp the Program Director and Extension Agent serving as Camp Director will contact Virginia Electric Cooperative for a report then evaluate the situation to determine if programs will be able to continue. If programs will not be able to continue the Center Director and Program Director along with the Extension Agents will arrange for transportation home.

Evacuation Plan

Possible reasons for a total center population relocation:

- Fire: Damage to buildings, brush or forest fire that threatens the camp site
 - Loss of Water: Loss of safe drinking water
 - Storm: Severe damage to buildings and/or electrical system
 - Epidemic: Contagious or infectious disease(s)
1. If emergency conditions exist, the Center Program Director and/or Center Director will meet with the Extension Agent serving as Camp Director to decide on the appropriate course of action based on the degree of the emergency. They will notify all necessary Virginia Tech and 4-H personnel.
 2. Once the decision to evacuate has been made, the Program Director or Center Director will direct the evacuation procedures.
 3. Summer staff will be directed to gather campers in a central location.
 4. Once gathered, teen counselors and adult leaders shall take roll call to accurately account for all of their campers. The entire camp population shall be accounted for (if not, the missing person procedures shall be implemented). Once everyone is gathered instructions will be given.
 5. Buses will be brought down from the parking lot and loaded at the circle, if safe. If not, campers will walk to the bus parking lot for loading. Center Staff and adults will direct loading of buses and will assist the Camp Director with accounting for all campers
 6. If buses are unavailable at camp, Appomattox County Schools will be contacted to provide buses for emergency evacuation, and the same loading procedure will be used upon arrival
 7. Campers will be bused to the Appomattox County Schools where plans for return to camp or transportation home will be made.

Emergency Communication Plan

Should an emergency arise, the 4-H Center is Center is equipped with several modes of communication between Summer Staff, the Camp Director, the Program Director, and other camping personnel as well as with local authorities.

1. Telephones are located in the Main Office, on the Main Office Porch, in the Conference Room, the Dining Hall, the Pool, and the Clinic.
2. Two-way radios: The Camp Director, at least one Agent, the Program Director and all Summer Staff Members will have two-way radios with a two-mile range.
3. If telephone service is unavailable during an emergency situation, the Program Director will utilize the following alternative communication plans:
 - a. The Program Director will designate Camp Staff member or other Center personnel to drive to on-site housing.
 - b. Or if necessary drive until cell phone service is available.

Missing Camper Procedure

Should a camper be thought lost or missing, the teen leader, adult leader or class instructor will report his/her suspicion of missing camper immediately to the Camp Director. The Camp Director, with aid from the Staff Coordinator, will implement the following procedures:

1. Determine if, in fact, a camper is missing through the use of roll call, two-way radio, or other methods.
2. Determine activity, location, and time when camper was last seen.
3. Available adults and 4-H Center staff will organize a search of the camp within 15 minutes of the initial report. Counselors shall continue to monitor their groups in case the missing person returns to the group. The Program Director and Center Director should be kept informed of the status of the roll calls.
4. If the missing person is still unaccounted for after 45 minutes the Program Director or Center Director will call the Sheriff Office, State Police, and local authorities to arrange for a formal search of the Center property and surrounding areas.
5. If at any time the missing camper returns to the group the Program Director and Center Director shall be informed immediately.
6. Parents/guardian of missing camper will be notified at a time deemed appropriate by local authorities and Center Director
7. Programming will continue with all other campers.

Child Abduction

Challenge anyone that you do not believe has the right to leave with a child. **Engage with force only as a last resort.** Be a good witness and get as much information as you can. Try to keep the subject on the property and dial 911. Even if you don't feel comfortable talking to the 911 dispatcher just keep an open line. Officers will be dispatched to your phones GPS coordinates or the GIS location of a land line phone. Try to give the dispatcher information about the situation even though you are not speaking to them directly. Say something like, "It's against the policy of **Holiday Lake 4-H Center** to allow you to pick up this child without a signed form."

If the subject gets away with the child, call 911 and give a description of the subject, the child, and the vehicle (color, style, number of doors, make and model). Try to get a direction of travel and the license plate number.

Accident/Injury/Medical Procedure

For any suspected illness, the sick participant must be taken to the Clinic (in groups of three) for treatment by the 4-H Center EMT/Nurse. If the sick person is too ill to be moved, the EMT/Nurse must be contacted and will go to the location of the sick person. At no time while on-site should any person other than the EMT/Nurse administer treatment/medications to sick persons beyond basic First-Aid and CPR as indicated by CPR & First Aid certification. For any minor injury (i.e. minor cuts, scrapes, etc.), the injured should be taken to the EMT/Nurse for treatment or the EMT/Nurse should be directed to come to the location of the injured. In the case of bleeding, the injured should be directed to apply self-pressure until the EMT/Nurse begins treatment. At no time should teen leaders or adults be encouraged to provide treatment. If EMT/Nurse treatment is not sought for any reason, the EMT/Nurse must be informed so an accurate record of history may be kept in the Clinic and so the EMT/Nurse may follow-up with the injured.

If a camper or teen is injured and/or requires treatment, the following procedure will be followed:

1. Person should not be moved unless necessary to do so, i.e., possible further danger.
2. Make camper as comfortable as possible and send for Camp EMT/Nurse.
3. Notify Camp Director and Center Director.
4. Camp EMT/Nurse will decide upon course of action:
 - Call Appomattox Rescue Squad.
 - Administer necessary first aid.
 - Send person to Appomattox Family Practice or local hospital.
5. Camp Director's designee will transport injured or sick camper to the doctor's office or hospital (always have two adults together).
6. Camp EMT/Nurse will provide Camp Director with a copy of person's Health History Form that includes medical insurance information. Upon arrival at treatment facility, forms and insurance information will be given to receptionist for processing.
7. In the event of a camper having no insurance coverage, and American Income Life (AIL) is the Primary carrier, the appropriate center AIL forms will be given to adult transporting camper.

8. Directions to Southside Community Hospital (Farmville) and Lynchburg General Hospital are posted in the EMT's station.

Emergency Directions

- **Appomattox Family Practice: (approx. 15 miles)**
Follow Rt. 723 out of camp (turns into Route 626) and follow to Route 24. Turn left onto Route 24 and follow straight to Appomattox. At the stoplight (intersection of Rt. 24 and Rt.460 Bus.) turn left and travel one block to the next stoplight. Turn left into parking lot of Appomattox Family Practice.
- **Southside Community Hospital – Farmville (approx. 22miles)**
Follow Rt. 723 out of camp 1 mile. Turn left on Route 626 and follow for about 9 miles to the intersection with Route 460. Turn left onto Route 460 and follow to Farmville exit. Exit from Route 460 at first Farmville exit and take Route 460 business toward downtown area. Southside Community Hospital is on the right, immediately after you cross the bridge at Wilck's Lake.
- **Lynchburg General Hospital – Lynchburg (approx. 35 miles)**
Follow Rt. 723 out of camp (turns into Route 626) and follow to Route 24. Turn left onto Route 24 and follow 9 miles to Appomattox. Turn right onto Route 460 West towards Lynchburg (approx.22 miles). Just after entering the city limits of Lynchburg you will exit right off of Route 406 onto Campbell Avenue. Continue on Campbell Avenue for approximately 2 miles and look for Campbell Avenue to turn left (just before the expressway). Follow Campbell Avenue to the intersection at Memorial Avenue where Campbell becomes Langhorne Road. Go four blocks and turn right onto Atherholt Drive. The hospital is two blocks further on the left.

Death of a Camper or Staff Member

In the event of death from accident or natural causes, the following procedure will be used:

The Center Program Director, Medical Staff Person, Program Director, and Camp Director are to be informed.

1. The appropriate personnel will contact the appropriate authorities and emergency agencies.
2. The Center Director or Program Director and the Extension Agent from the participant's home county will call the parents or next of kin.
3. The appropriate Center personnel will attend to the necessary arrangements for any investigation and the family.
4. Information will be released to the media **ONLY** upon authority of the Center Director or Program Director following policy and procedure as set for the by the Virginia Tech Office of Risk Management and other appropriate regulating bodies.

Armed Intruder

In case of emergency, employees are responsible for the evacuation of campers, students and visitors as appropriate. This may include the moving of students and visitors to a safe location in a shelter in place event and provide emergency first aid and CPR as needed.

When calling 911, be prepared to give:

- a) The address (1267 4-H Camp Road Appomattox, VA 24522)
- b) A call back number
- c) Intruder description - clothing, race, how many (intruders), what type of weapon(s).
- d) Location of intruder and location(s) of campers
- e) If there are injuries and type of injuries.

Evacuation may be required if there is an intruder in the camp or any other hazard or threat to safety. The staff will direct the evacuation of the building(s) and account for campers outside at a safe location.

Warn others of the threat whenever possible, using your judgment as to whether to take this risk. Make a decision to direct the group to either hide or flee the area, based upon the situation.

Staff will be warned to evacuate the building using the following system:

In an armed intruder emergency, a staff member will yell **“Armed Intruder!”** It is up to the staff member to decide if they should hide or run based on current location and the amount of protection their location will provide.

If available and you can do it safely staff should notify others by utilizing:

- a) Radios (Camp – “The blue moon is over the [location of intruder]” and State Park - notify of situation and ask them to call for help)
- b) Intercom System
- c) Emergency Horn(s)

Indoors: Hiding and Lockdown

- a) Hide or go into the nearest building until law enforcement arrive. Bring as many people with you as you can. Lock the doors, close the shades or curtains, and turn off lights and electronic equipment that may draw the intruder’s attention. Silence radios and cell phones (including vibration), stay away from windows and glass. Place heavy objects in front of doors, if you have time and can do so quietly. Remain silent. Do not respond to voice commands to leave your place of hiding, unless you can be certain that it is the police.
- b) Do not pull the fire alarm. This will add to the confusion, and may cause others to expose themselves to the intruder.
- c) Do not respond to a fire alarm, unless smoke and/or fire are obvious. The intruder may have activated the alarm to draw targets into the open.

Outdoors: Running or Escaping

- a) If you are caught in the open, your best course of action is often to flee the area.
- b) Run, and place as many objects/trees/buildings between you and the intruder as you can. Keep running until you reach a safe area of refuge. Bring as many campers, teens, and adults as you can with you.
- c) Guide campers, teens, and adults to safer rally points. Options include:
 - 1) Discovery Pavilion
 - 2) Maintenance Shop
 - 3) Head towards State Park by way of power line near Rifle Range
 - 4) Dam

Fight

- a) Staff may consider flanking doorways into the room, if they can do so without exposing themselves, in preparation to take down the intruder if he should enter the room. Use anything around you as a weapon.

Examples are:

1. Fire Extinguishers
 2. Scissors
 3. Sports Equipment
 4. Dishes and Trays
- b) Two people should go for the weapon/upper body and two or three more should go for the intruder's knees. Others can pile on top of the intruder as he goes down and help to neutralize him and his weapon(s). The intruder should be jumped as he steps into the room. This action must be executed explosively, and with TOTAL COMMITMENT.
 - c) If the take-down method is not an option, hiding silently may be your best course of action.

Law Enforcement Arrival

As law enforcement arrives, follow their directions precisely, stand still, and keep your hands in plain sight. Remain calm and quiet so instructions can be given and understood. Be aware that they may pass you and injured campers by as their primary objective is to locate and stop the intruder.

Staff should assemble with as many campers as they can at the following Rally Points:

- Upper Shotgun Ranges (Either side of the road)
- 3D Archery Range
- Back Parking lot (100yrd Archery range)
- Maintenance Shop
- High Ropes Course
- Discovery Pavilion
- Powerline by rifle range towards State Park



Once at the location staff will account for campers at the Rally Point. They should assess injuries and try to make contact with first responders.

Media Policy

During times of crisis and emergency, the 4-H center will likely receive local, state, and possibly national media coverage. The 4-H center has a designated media person, the Center Director. No other staff member is authorized to speak to the media. Any person who is approached for comment should direct questions to Center Director or designee. During times of crisis and emergency, 4-H Center Director or Program Director should contact the State 4-H Office. These offices will assist the 4-H center in identifying the appropriate strategy for addressing the media during the crisis/emergency. In some situations, the primary contact for a 4-H center crisis or emergency will become an Agriculture and Extension Communications representative.

Section 5: Camp- Health & Wellness

First Aid and Emergency Care

A local physician is selected to oversee the 4-H Center health care program. This person is a general practitioner and has knowledge of the camp program. The camp physician will review and revise the Health Care Plan annually. Other duties include:

- Oversee the total health care program.
- Prepare or review and approve standing orders for health screening and medical treatment.
- Be on call for medical emergencies and advice, should the need arise.

When necessary, the Appomattox County Department of Social Services will be consulted for any concerns regarding the mental or emotional well-being of a camper.

Daily health care at the HL4-H Center is provided by the medical staff hired for the summer camping season. The medical staff must meet the following qualifications:

- Current licensed physician, registered nurse, emergency medical technician, or paramedic.
- Current certification in American Red Cross Standard First Aid or equivalent, or better.

The medical staff is quartered in the Clinic and will be on the grounds at all times when campers are present. They can be contacted via walkie-talkie. Duties of the medical staff include:

- Check all health forms for allergies, special instructions/needs, or other problems.
- Check-in, catalog, and administer all medications.
- Inventory supplies in clinic at the beginning of the week and keep adequate supplies on hand.
- Keep record of all visits, injuries, and medications administered in an approved Health Record Logbook.
- Provide all necessary medical care for sickness and injury of campers and staff per standing orders.
- Determine need for physician's treatment of injuries or illnesses.
- Be aware of potential health and safety hazards and inform 4-H Program Director/Center Director of problems.

The medical staff is available at all times for any medical attention or needs and keeps routine hours for the dispensing of medicines. The medical staff keeps all records in the Health Record Log book and follows approved Medical Standing Orders.

All HL4-H Center summer camp staff members are trained in CPR, First Aid, and AED through the American Red Cross.

Health History & Permission to Treat

All participants are required to submit a completed Health History Report Form to their unit prior to arriving at camp. This form contains information which includes parent/guardian contact, emergency contacts, insurance, medical history, immunization history, permission to treat (medical approval/emergency authorization), and release authorization. A health exam prior to camp is not required.

Health Screening & Treatment Procedures

Prior to camp or on the first day of camp, medical staff conducts a review of all Health History forms to check for completeness and any health concerns.

During the first day of camp, campers participate in a health screening conducted by the camp Medical Staff or designees. The health screening is conducted as follows:

- Campers are asked about their general state of health.
- Specifically, campers are asked about any health concerns in the preceding 24 hours, such as fever, cough or injuries as well as medications and any food allergies.
- Staff observes campers during the screening for obvious signs of illness or other medical issues.
- Campers are afforded privacy during the health screening, to take place in an area sufficient distance from other campers or staff to allow private conversation while not violating the Above Suspicion Policy.
- Health screening is documented in writing. Any concerns, special needs or medical conditions are noted in the health screening documentation and communicated, if necessary, to appropriate Center staff (i.e. dining hall for food allergies) to include the Program Director.

All teen and adult volunteers and other camp participants must undergo a health screening as well.

Medical treatment procedures for the HL-4H Center are established in the Standing Orders are reviewed annually by a local physician.

Camp staff will be trained in CPR and First Aid and is instructed to provide basic care for minor injuries, within the scope of their First Aid Training. Staff is instructed to send for or call the medical staff for any apparent serious injury or medical situation outside the scope of their First Aid training. If, in the opinion of the medical staff, the injured person must receive further

medical attention, the medical staff, Program Director and Extension Agent will make arrangements for transportation.

When providing any medical care, staff follows established procedures for avoiding blood-borne pathogens and will dispose of any bio hazardous waste appropriately.

The Program Director and/or medical staff will complete all necessary Incident Reports and other documentation for accidents or injuries. The cause(s) of the accident will be reviewed for any potential reoccurrence in the future and a plan of prevention will be put into action.

In the event of a medical emergency or other medical situation, parents of the injured will be notified as soon as possible by the appropriate Extension Agent and kept apprised of the situation as it develops. All contact with parents will be documented. Notice of this procedure will be communicated to parents in writing prior to camp.

Medication

All medications are obtained directly from the parents by the Extension Agents in counties where bus transportation is used. In cases where campers check-in on site, the Medical Staff and/or designee will accept medications directly from parents. Campers do not handle medication. The Extension Agent passes medications directly to the Medical Staff.

Medical staff reviews all medication forms to ensure compliance with the Virginia 4-H Camp Medication Policy. Medications are kept locked in the clinic and are only dispensed by the medical staff.

Medication is dispensed at breakfast, lunch, dinner and bedtime, or other times as indicated by prescription instructions. All unused medication and empty prescription containers are returned at the end of the camp week. Medication (prescription and over the counter) may only be administered by the camp medical staff or designee. Adults and teen counselors may not administer medication to campers, even over the counter medications, unless instructed to do so by and under the supervision of the camp medical staff.

Adult & Staff Medication

Adults and staff may administer their own medication, but it must be turned into the clinic, so they it can be kept locked and secured. All adults and staff who take medication during camp are to complete a medication form which will be kept in the infirmary. The form may be sealed in an envelope for privacy.

Camp Medical Facilities

Medical staff operates out of the clinic, which is stocked with basic medical and first aid supplies and over the counter medications. Healthcare equipment and supplies are inventoried

at the beginning of each camp season. Damaged or expired supplies are discarded. Supplies are re-stocked through donations and purchases by the 4-H Center.

The Clinic, located on the “girls” side of camp, in front of Cabin 1, is equipped with three private bedrooms and two private bathrooms with showers. There are two beds available in the infirmary for sick or injured campers. Campers or other persons in the clinic for medical reasons are monitored at all times by the camp medical staff and at least one other person, to be the same gender as the camper(s) being treated/supervised. If the camp medical staff must leave the clinic to attend to another medical situation, they will designate another appropriately trained camp staff member to supervise.

Emergency Equipment Locations and Maintenance

Medical staff will be responsible for stocking and maintaining first aid kits in program areas.

- First-aid kits are located at the following sites:
 - 4-H Center Office (above sink)
 - Kitchen (over Kitchen Manager’s desk)
 - Shop (over work bench)
 - Bunkhouse kitchen (in cabinet over sink)
 - Pool (Waterfront Director’s office)
 - Clinic
 - Camp van (under driver’s seat)
 - Camp pickup trucks (behind seat)
 - Rifle Range (on pole under shelter)
- The EMT/Nurse will be responsible for determining from the Health Plan the supplies to stock in each first-aid kit. In addition, the EMT/Nurse will stock a first-aid shoulder pack to supply each staff member that leads a group on a hike or trip away from the center property.
- The EMT/Nurse will check supplies weekly in the clinic and other kits, and notify the Center Director each Friday afternoon of any medical supplies needed.
- Personal Protection Equipment
 - The following protective equipment will be available in the clinic and in all first aid kits for use by “Primary Responders”, and any other person who comes in contact with blood or bodily fluids:
 - Vinyl gloves
 - Surgical masks
 - Gowns
 - One-way breathing masks
 - Germicidal cleaner

- Waterless hand wash
- A Sharps disposal kit will be retained in the clinic. The EMT/Nurse is responsible for maintaining the kit and is the only person at the Center authorized to use the equipment.
- A Hazardous Waste bag will be maintained in the clinic, and all waste materials will be deposited there. The bag will be collected by a Waste Disposal Service at times when necessary.

Medical Record & Record Maintenance

Holiday Lake is required to maintain an ongoing health log. For anyone seeking and receiving medications and/or medical treatment during 4-H Camp, the following information must be recorded in ink:

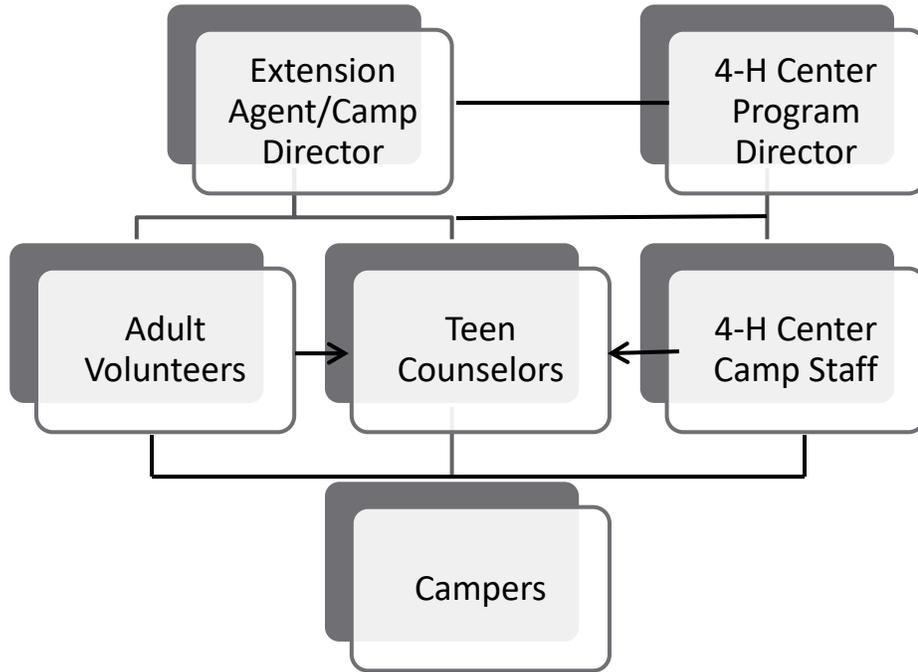
- Name of child or adult to whom medication was administered,
- Amount and type of medication administered to the child or adult,
- Day and time the medication was administered to the child or adult,
- Staff member administering the medication,
- General description of injury or illness requiring medication,
- Description of treatment (if administered), including any treatment administered away from the clinic,
- Any adverse reactions,
- Any medication errors,
- The name of the 4-H center medical staff person evaluating and treating each patient must initial and date the information recorded for each patient

An “Accident/Incident Report Form” must be completed by the 4-H center medical staff for all incidents resulting in injury requiring professional medical treatment.

A critical aspect of risk management is managing forms and documentation, including health forms, consent forms, medication forms, and other related records that are collected during 4-H camp. These forms and documents must be maintained at least for the period of statutory limits based upon the records retention schedule for state agencies.

Section 6: Camp –Human Resources

Camp Organizational Chart



Recruiting and Training Volunteers

Recruiting volunteers is the responsibility of each individual unit. If a unit is having difficulty securing an appropriate number of volunteers, a 4-H representative from that unit may contact the 4-H center for volunteer recommendations from other units.

Units have the primary responsibility for training and assessing the competence of camp volunteers. The HL4-H Center provides assistance with training in the form of at least one annual volunteer training weekend and the availability of Program staff for other local trainings.

At least 24 hours of training are strongly encouraged for each volunteer. Each volunteer must be trained in core competencies and assessed annually before attending camp. The core competencies and other training requirements may be found in the *Virginia 4-H Camping Handbook*, **Section 11** and **Resource 11-10** (Virginia 4-H Camp Staff/Volunteer Training & Documentation Form).

Summer Camp Staff

The 4-H Center Program Director screens, hires and trains the 4-H Center Summer Camp Staff. These staff members are responsible for teaching Center-led camp classes and leading

afternoon, evening and other programs. The 4-H Center Summer Camp Staff does not provide camper supervision overnight or in camper lodges.

Hiring and Screening

The Holiday Lake 4-H Center follows the staff hiring policies created and endorsed by Virginia 4-H. For more information see **Section 11** of the *Virginia 4-H Camping Handbook*. The 4-H Center's hiring policies are reviewed at least every three years by an HR professional.

Holiday Lake 4-H Educational Center programs and employment are open to all people regardless of age, color, disability, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. The Holiday Lake 4-H Educational Center is an equal opportunity/affirmative action employer. It is the policy of the center to make all reasonable efforts to recruit applicants from underserved minority groups for all available positions.

Camp staff are screened using the following procedures:

- New applicants will provide at least three references and previous work history.
- Applicants will be screened for suitable skills/education as required by desired position.
- Appropriately aged and skilled applicants will be interviewed by the Program Director.
- For all new staff aged 18 and over (both paid and volunteer), a criminal history/background check will be performed. A criminal history/background check will be performed for returning staff annually
- For all staff (both paid and volunteer), a check of the National Sex Offender Registry and Virginia State Police Sex Offender Registry will be performed annually.

For all year-round (non-program) 4-H Center staff, a criminal background/history check and a check of the National Sex Offender Registry and Virginia State Police Sex Offender Registry are performed for all new hires/applicants. For current 4-H Center staff, a check of the National Sex Offender Registry and Virginia State Police Sex Offender Registry are conducted annually and a criminal background/history check is conducted every three years. Application and hiring procedures are outlined in the *Holiday Lake 4-H Center Employee Handbook*.

Adult volunteers and teen counselors over the age of 18 are screened using the following procedures:

- New volunteers and counselors will provide at least two references and previous work history. A volunteer is considered "new" if they meet any of the following conditions:
 - have not attended camp before, or
 - did not attend camp the previous year, or
 - attended camp the previous year but were under the age of 18, or

- have not attended in the previous 12 months (i.e. if the cluster's camp week is later in the summer than the previous year).
- Applicants will be screened for suitable skills/education as required by desired position.
- Appropriately aged and skilled applicants will be interviewed by the Camp Director, Extension Agent, or appropriate designee.
- For all new staff aged 18 and over (both paid and volunteer), a criminal history/background check will be performed. A criminal history/background check is recommended for current or returning volunteers annually.
- For all staff (both paid and volunteer), a check of the National Sex Offender Registry and Virginia State Police Sex Offender Registry will be performed annually.

In the event that a potential volunteer's background check reveals convictions, arrests or other questionable items, the 4-H Agent/staff and the 4-H Center Program Director will consult the State 4-H Office in determining the volunteer's eligibility. General guidelines that will be used in making a final determination can be found in "**Resource 8: Criminal History/Background Thresholds.**"

Staff Training

All staff will be provided, in writing, information regarding benefits, time off, evaluation, and other employment practices and guidelines. For year-round (non-program) staff this information is outlined in the *Holiday Lake 4-H Center Employee Handbook*. For seasonal camp staff this information is included in the *Holiday Lake 4-H Center Summer Camp Staff Handbook*.

Camp staff is provided with written job descriptions outlining roles, responsibilities, qualifications and essential functions of their position. Job descriptions include general statements of reporting and supervisory statements.

All camp staff (paid and volunteer) must receive a minimum of 24 hours of training to include the Virginia 4-H camp core training content. For core training topics see *the Virginia 4-H Camping Handbook*, **Resource 11-8** (Core Content Training Checklist for 4-H Camp Staff). In addition to core training topics, camp staff training includes responsibilities for general camp activities, behavior management, and staff/camper interactions. These training topics are outlined in **Section 11** of the *Virginia 4-H Camping Handbook*.

In the event that a position must be filled during or immediately prior to the beginning of the camp season (late hires), every effort will be made to hire staff members who have received previous training as either a camp staff member or teen counselor. Late hires will receive training and orientation by the Program Director and/or Program Assistant and may be directed to use the Virginia 4-H online camp training modules prior to supervising youth.

Staff undergoes in-service training sessions throughout the camping season. From time to time, training activities and information sessions are held during pre-camp meetings on topics related to camp operation, such as homesickness, special programs, etc. Pool and waterfront staff receive in-service training from the Waterfront Director and Program Director.

All training sessions and topics are documented for each camp staff member. Agents/Camp Directors are responsible for documenting training of teen counselors and adult volunteers. Following training, all staff (paid and volunteer) are assessed as to competency and preparedness for camp.

Internet & Social Media

The Holiday Lake 4-H Educational Center's online and social networking policy is based on recognition of three general principles:

- Personal web sites, blogs, social networks and any other internet-based sites have become prevalent methods of self-expression in our culture.
- The Holiday Lake 4-H Educational Center respects the right of employees and volunteers to use these media during their personal time.
- The Holiday Lake 4-H Educational Center expects employees and volunteers to follow, model and demonstrate its values, policies and behavioral expectations. For seasonal employees and volunteers, this expectation extends to periods of unemployment between seasons.

Therefore, members of the 4-H Center Summer Camp Staff, adult volunteers and teen counselors are expected to adhere to the following guidelines:

Uphold the 4-H Center's value of respect for the individual and avoid making defamatory statements about 4-H Center employees, clients, partners, affiliates and others, including competitors.

Avoid text, video, audio or pictorial depictions of 4-H Center employees or volunteers that reflect poorly on the 4-H Center or violate the values and standards expected of camp staff during camp. Remember, as camp staff employees and volunteers working with youth, you are positive role models and all interactions should reflect such.

Do not use photographs, video or other depictions of camp participants, including campers and teens, on personal websites, blogs, or other online venues. Personal use of these pictures or other media is prohibited.

Be careful not to let online activity interfere with the employee or volunteer's job or client commitments.

If online activity is seen as compromising the 4-H Center, Virginia Cooperative Extension, or Virginia 4-H, the 4-H Center may request a cessation and removal of such commentary and the

employee or volunteer may be subject to counseling and, potentially, disciplinary action. For any questions about these guidelines or any matter related to personal web sites or blogs, contact the Program Director and/or Center Director.

Supervision Ratios

The proper supervision ratios for camp and other programs are as follows:

- Campers aged 4-5 years, 1:5 or better
- Campers aged 6-8 years, 1:6 or better
- Campers age 9-14, 1:8 or better
- Campers age 15-18, 1:10 or better

While the above supervision ratios are maintained in general, there may be times or programs when a lower ratio is appropriate. During afternoon programs when counselor meetings are in progress, campers are gathered in a single location with camp staff and adult volunteer supervision while Agents meet with teen counselors. During other times when staff must be temporarily removed or reassigned, campers are supervised as a single group and easily accounted for.

For all high-risk classes, aquatic activities, or specialized program activities, at least two staff members, two adults/teen counselors or one staff and one adult/teen counselor are present.

Any time a camper or teen is transported for off-site emergency medical care, a minimum of one staff member and one teen or adult are present.

Volunteer teen counselors have responsibility for supervising campers at all times (except during designated breaks and/or staff meetings) including at night in lodges. Adult volunteers have responsibility for supervising both campers and teens at all times (except during designated breaks and/or staff meetings) including at night in lodges. 4-H Center camp staff have responsibility for supervising campers during classes, recreation periods, evening programs and all other camp programs. 4-H Center staff does not supervise campers in lodges at night.

Age Policies

Holiday Lake 4-H Camp Staff Members must be at least 18 years old by the first day of camp.

Virginia 4-H allows teens age 14 and up to serve as volunteer teen counselors. While teens ages 14-15 may supervise youth, only teen counselors ages 16 and above may be counted toward the minimum ratios outlined above.

Agents/Camp Directors will assign teen counselors to lodges, rooms and groups/packs in such a way so as to ensure at least two years age difference between campers and the teens supervising them.

Virginia 4-H allows adults ages 18 and over to serve as adult volunteers.

Virginia 4-H allows youth ages 13 and over to serve as Counselors-In-Training (CIT's). CIT's are not allowed to supervise youth.

When considering volunteer and supervision assignments, Agents and Camp Directors will ensure that volunteers and teen counselors will be at least two years older than the campers they supervise.

Staff Supervision

4-H Center summer camp staff members are under the direction and supervision of the Program Director. Further, the camp staff is supervised directly by the Camp Staff Coordinator.

The Staff Coordinator is hired based on age, maturity, and previous camp staff experience. The Coordinator is trained at the annual Virginia 4-H Camp State Staff Training in monitoring the performance of the camp staff members they will be supervising. This training includes strategies for enforcing 4-H Center policies, recognizing inappropriate behavior and poor job performance, and how to approach and counsel staff members on improving job performance and/or correcting inappropriate behavior.

Periodically throughout the camping season, the Program Director meets with the Camp Staff Coordinator to discuss staff performance and morale and to assess the Coordinator's own performance.

The Camp Staff Coordinator is expected to directly handle only minor staff performance or behavior issues. For more serious issues, the Coordinator will schedule a meeting with the Program Director as soon as possible. The Program Director will then decide on any course of action.

Section 7: Camp Traditions, Programs & Activities

Eligibility

Unless noted otherwise for specialized program activities, any youth who meets the age requirements for the camp or program being offered is eligible to participate in all activities that are part of that program.

Classes

There are four class periods each morning between breakfast and lunch, Tuesday-Thursday. Campers may choose four classes they wish to take prior to arriving at camp. Units manage the class selection and assignment process during camper registration. It is important to maintain appropriate supervision ratios when assigning classes, and to abide by the maximum established for each class.

4-H Center-Led Classes

The 4-H Center offers a variety of classes for campers to choose from. Classes are led by camp staff members who are trained prior to the start of the camp season. Typically, Center-led classes are more specialized or high-risk activities, such as high ropes, rifle, archery and canoeing. The 4-H Center assumes responsibility for providing equipment, supplies and resources for these classes. Descriptions and maximum enrollment for these classes can be found in **“Resource 2: Camp Class Descriptions”**

Cluster or Unit-Led Classes

The number of campers that can enroll in Center-led classes is usually less than the number of campers who come to camp. In order to provide a greater number and variety of class options, clusters provide additional classes, such as cooking, crafts, model rocketry, etc.

Units assume responsibility for providing all equipment, supplies and other resources for these classes. As with all camp programs, it is important to go through a thorough risk management analysis for any camp classes. Classes with high risk activities or requiring special equipment or instructor training may have other requirements. The Program Director should be consulted whenever new classes are added to camp. For more information, see **“Resource 6-4: Risk Management Flowchart for New Camping Programs, Classes, and Activities”** in the *Virginia 4-H Camping Handbook*.

Packs

Campers and teens are organized at camp into groups called “packs.” Each pack is represented by an animal indigenous to Virginia and a unique color. Adults, Agents, and camp staff will always be members of the “Bigfoot Tribe,” whose color is black. Dividing campers into packs is useful for managing movement between locations and activities, keeping track of campers, and fostering competition and group identity. There are six basic packs used for each camp, with two additional packs that are used by larger camp clusters.

Groups/Pack and Meeting Locations

Camping clusters are encouraged to use the Pack system, introduced in 2011. However, they may choose groups names a based on the theme for the week.

Pack Name	Pack Color	Pillar of Character (by color)
Bear	Blue	Trustworthiness
Bobcat	Orange	Fairness
Fox	Red	Caring

Hawk	Gold/Yellow	Respect
Owl	Purple	Citizenship
Turtle	Green	Responsibility
Eagle	Grey	
Deer	Brown	
Bigfoot (Camp Staff	Black	

Group meeting locations are decided by the planning committee. Some good spots are:

- Amphitheater
- Front and back porches of dining hall
- Campfire Circle
- Large Bunkhouse Steps
- Pavilion

Groups are expected to keep meeting locations clean.

Woodcraft Sign

The Woodcraft Sign is made by raising the right hand to eye level with the thumb and little finger extended upwards. The remaining three fingers are folded down into the palm of the hand. The raised thumb and finger collectively symbolize the Shield of Honor. Each folded finger represents love, truth, and loyalty. The Woodcraft Sign is used at camp as a tool to show respect. When the sign is shown, all other participants should also show the sign and give respect by becoming silent.

Flag Ceremonies

Each morning and evening, the entire camp population gathers for the raising and lowering of the flag of the United States, the Virginia flag, and the 4-H flag. Flag ceremonies take place at the flag poles outside the dining with campers lining up in a horseshoe shape.

Flag ceremonies include reciting the Pledge of Allegiance and the 4-H Pledge in the morning. Ceremonies also include other programming intended to teach campers about citizenship, history, and other relevant topics. Flag ceremonies are planned and carried out daily by the camp staff.

Afternoon & Evening Programs

During each camp day, following lunch, Agents meet with teens and camp volunteers to communicate important information, plan programs, or conduct other necessary business. During this meeting, campers participate in an afternoon program or free time. In order to maintain proper supervision, all campers are kept together, usually in front of the dining hall. While some clusters may choose to plan afternoon programs, camp staff will generally provide supervision to campers while campers play gau-gau, volleyball, four square, etc.

In the evenings, programs are usually planned to include the entire camp population. As with other programs, Agents and clusters may choose to plan their own evening programs or rely on camp staff to provide programming. Evening programs are discussed at each cluster’s pre-camp meeting. Generally, the pre-planned programs that are available to clusters might include:

- Talent show
- Pool Party
- Scavenger hunt
- Carnival
- Game shows
- Dance
- Bring Me
- Campfire

Afternoon Special Recreation Programs Sample

	1 st Recreation	2 nd Recreation
Tuesday	Lake Canoeing	Nature Hike
Wednesday	3D Archery	Talent Show Auditions
Thursday	Leather Crafts	Zip Line

As with any camp activity, proper risk management assessment is a critical part of the planning process for afternoon and evening programs. For more information, see “**Resource 6-4: Risk Management Flowchart for New Camping Programs, Classes, and Activities**” in the *Virginia 4-H Camping Handbook*.

Section 8: Specialized Program Activities -General

A specialized program activity is any activity that requires:

- Protective or safety equipment (ear plugs, knee pads, etc.), or
- Special training or skills for instructors or activity leaders, or
- Special equipment not typically used in the course of most camp activities (woodworking tools, rifles, model rocket engines, etc.), or
- Any other considerations due to level of risk, difficulty, or complexity.

Examples of specialized program activities include shooting sports and challenge course activities. Because of higher risk or level of skill, specialized program activities must be appropriately planned and supervised. When unit-led camp classes fall into this category (woodworking, model rocketry, tumbling or gymnastics, etc.), the Agent or Camp Director must plan and ensure the Center's specialized activity procedures are followed.

Participant Eligibility

For any specialized program or activity, participants should have the physical size or strength to properly and safely handle any equipment. Additionally, participant age should be considered to ensure that participants possess the maturity and awareness to understand and follow all instructions and safety procedures.

Specialized Program Activity Areas

Access to any area where a specialized program activity takes place must be controlled and limited to only those times when a group is actively supervised by a qualified adult activity leader. Access can be controlled by keeping participants physically barred from the area (fences, gates, locked doors, etc.) or by relocating and securing any equipment, tools or materials used in the specialized activity (locked closet, locked vehicles, etc.).

Staff & Staff Supervision

Specialized program activities must be led or supervised by a qualified adult. Qualifications may include:

- Certification in the activity by a recognized authority, obtained within the last three years, or
- Documented training and/or recent experience in the activity within the last three years.

A specialized program activity instructor or supervisor's skills must be verified prior to leading the activity. Verification may be obtained through observation and must be documented. Activity leaders must also be observed during the camp session to verify that they enforce established safety regulations, provide appropriate instruction, identify and manage hazards

related to the activity, and apply appropriate emergency procedures. This observation must be documented with “**Resource 4: Camp Staff Instructor Skills Observation & Verification.**”

Participant Supervision

A minimum supervision ratio of 1:8, with at least two supervisors present, must be maintained for specialized program activities. Like most other camp activities, this ratio can be met through a combination of adult and teen counselor supervision. In some cases, due to the nature of the specialized program activity, it may be necessary to establish a ratio of *trained* supervisors to participants. This determination is made during the risk management planning process for new or specialized camp activities. In all cases, specialized program activities must be supervised by at least one adult over the age of 18.

Safety Rules & Emergency Procedures

Prior to participating in any specialized program activity, participants must receive a safety orientation to include rules of the program area, behavior expectations, safe use of tools and equipment, and other pertinent information.

Specific emergency procedures for a specialized program activity are considered and established during the risk management planning process for new and specialized activities. Instructors and supervisors will be trained in any specific emergency procedures. The general camp emergency procedures will also be followed during any specialized program activity.

In addition to activity-specific safety equipment, helmets or protective headgear will be worn for any activities involving bicycling, motorized vehicles, boarding (skateboard, mountain boarding, etc.), or skating (inline, ice, roller). Skating and boarding activities will also require the use of knee pads, elbow pads, and wrist guards.

Equipment Maintenance and Safety Checks

Because specialized activities require, by definition, safety or protective equipment, and/or specialized tools and equipment, it is important to ensure that equipment is maintained in good working order. Such tools or equipment will be appropriate to the size and ability of the user.

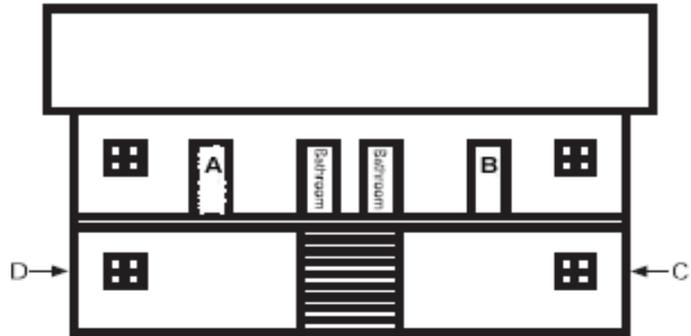
Equipment for specialized activities is to be stored between uses in a place that is secure and out of the elements. Special considerations may need to be taken depending on the nature of the activity and the specific equipment used. Prior to each use and on a regular basis, all equipment will be inspected for damage or excessive wear. Any equipment that is broken, worn, or otherwise presents a safety risk to the user will be removed from use.

Resource 1: Cabins/Lodges and Their Sleeping Capacities

Large Bunkhouse

Room Letter	Sleeping Capacity
A	14
B	14
C	18
D	18
Total	64

Heated - Yes



Lake Lodge

Room Letter	Sleeping Capacity
A	12
B	12
Total	24

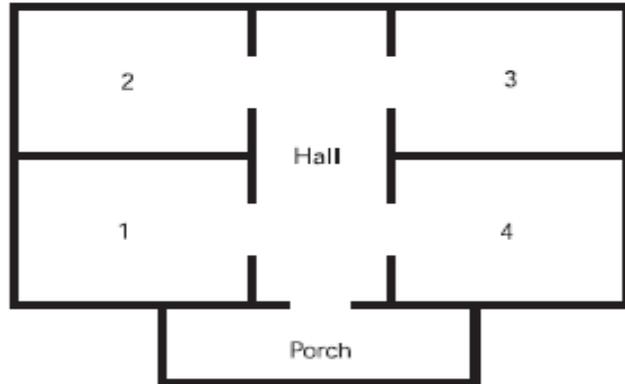
Heated - Yes



Boys Bunkhouse

Room #	Sleeping Capacity
1	8
2	8
3	8
4	8
Hall	2
Total	34

Heated - Yes



Cabins

1-9 Girls' side
10-15 Boys' side

Room #	Sleeping Capacity
1-15	10
Total	150

Heated - No



Resource 2: Camp Class Descriptions

The following courses will be offered 4 times each morning and are limited to 16 participants per class (unless otherwise stated)

Archery : (Min. 6/ Max 16)

This is an introductory course teaching the fundamentals of archery with an emphasis on safety. Students in this class will also have the opportunity to sign up for an exciting 3D archery session at our wilderness archery circuit that will take place during one of the afternoon recreation periods (limited space available). **This class is instructed by a Certified Archery Instructor.**

Canoeing: (Min. 6/ Max 16)

Grab a paddle and a PFD and have fun learning the basics of canoeing and watercraft safety. Participants must pass the swim test to take this class.

Kayaking: (Min. 6/ Max 12)

Participants will learn terminology, paddle strokes and technique, care of equipment, watercraft safety, and will gain canoeing and/or kayaking experience. Participants must pass the swim test to take this class.

Nature & Forestry: (Min. 6/ Max 16)

Venture out into woods for an exciting and hands on experience. Campers will have the opportunity to collect specimens from the creek, learn about and touch reptiles and amphibians, and dig through the dirt looking for various critters while learning about the natural wonders of the world!

Nature Crafts: (Min. 6/ Max 16)

In this class campers will have the opportunity to participate in lots of hands-on nature related crafts while also learning about animals and the environment. Some activities include track making, birdfeeders, painting, and lots more. Make sure to turn your imagination on for this class, because we will be using our surroundings for inspiration!

Outdoor Living Skills: (Min. 6/Max 16)

This course is an introduction to the basic principles of outdoor living and camping skills. Through fun and hands-on activities campers will cover topics such as how to pitch a tent, animal tracking, shelter building, planning a day hike or overnight camping trip, and basic orienteering.

Low Challenge: (Min. 6/ Max 16)

In this fun and physically active course, campers will put their skills to the test to complete challenging tasks and negotiate the obstacles and elements of the low challenge course. Through a series of teambuilding activities participants will gain self-confidence, learn valuable cooperation and communication skills, and most importantly have fun! **Closed-Toe shoes required for this course (no sandals or flip-flops)**

High Challenge or Climbing Tower: (Min. 6/ Max 12)

Participants will learn safety techniques, belaying skills, develop self-confidence and teambuilding skills, all while climbing to new heights. Campers will have the opportunity to learn the techniques of rock climbing at the Climbing Tower or traverse the 7-station High Ropes Course and travel down the zip line at a height of nearly 30 feet. Participants must be 12 years of age by the start of camp to enroll. This course is offered twice daily and is limited to 12 participants. **Closed-Toe shoes and long pants required for this course.**

Riflery: (Min. 6/ Max 16)

Ready, Aim, Fire. Campers in this class will learn the fundamentals of firearms safety and basic rifle marksmanship including aiming, shooting positions and proper firing techniques using .22 caliber rim-fire rifles. **This class is instructed by a Certified Rifle Instructor.**

Beginning Swimming: (Min. 6/ Max 16)

In this class campers will gain confidence and learn to feel comfortable in the water. Campers will first learn how to float and enjoy the water and then gradually begin to develop basic swimming skills and learn their first strokes. This class is full of water games and fun activities focused on developing and advancing the skill level of all beginner swimmers!

Intermediate / Advanced Swimming: (Min. 6/ Max 16)

The goal of this class is to build upon campers basic swimming skills by providing additional guided practice. To enter this level students must be able to swim 15 yards independently. In this class students will learn to coordinate the front and back crawl strokes, begin orientation to deep water, refine key strokes, and be introduced to the butterfly stroke, open turns and diving. And don't forget the games!

Performing Arts: (Min. 6/ Max 16)

Lights, Camera, Action! Show your dramatic side while learning techniques of the performing arts including costuming, improvisation, and the use of props. Develop your skills and talents in this class designed to increase self-confidence as well as positive group interaction. And did we mention its fun! Campers will have the opportunity to participate in a weekly talent show!

Leather Craft: (Min. 6/ Max 12)

Hammer, stamp, stain and be creative! Leather craft gives you the opportunity to use leather to create just about whatever you want from wallets to bookmarks and key chains to belts. This highly active and creative crafts class lets campers use their imagination to develop skills and possibly a hobby to last a lifetime. Fun for all ages!

CIT: (Min. 6/ Max 16)

This class is designed especially for 13 and 14 year old campers, who wish to become teen leaders in the future. The focus of this class is teambuilding, leadership and responsibility.

Multimedia: (Min. 6/ Max 16)

The age of technology is upon us, and we are going to embrace it in this class. Campers will be able to travel around to all of the 4-H Camp capturing all the fun and excitement to share with the outside world with blog and social media updates. Camper may also choose to include their pictures and videos in an end of the week slideshow! **CIT & Multimedia class taught by same instructor so four total classes' available, order up to agent.**

Resource 3: Documentation Matrix

	Campers	Adults	Teens	CITs	Center Copies	Unit Copies	Other
Health History	YES	YES	Yes	YES	2 Week Meeting	YES	Bus Copies
Medication Form	When applicable	When applicable	When applicable	When applicable	1 st day of camp	YES	Accompanies Medication
Medication Summary	When applicable	When applicable	When applicable	When applicable	1 st day of camp	YES	For Bus check-in
Code of Conduct	YES	NO	NO	YES	Available upon request	YES	
Standards of Behavior	NO	YES	YES	NO	Available upon request	YES	
Training Checklist	NO	YES	YES	NO	1 st Day of Camp	YES	
Enrollment Long Form	NO	YES	NO	NO	NO	YES	
Application	NO	NO	YES	NO	NO	YES	
Check References	NO	YES	YES	NO	NO	YES	
Documented Interview	NO	YES	YES	NO	NO	YES	
Sex Offender Check	NO	YES	YES	NO	NO	YES	
Background Check	NO	YES	YES (18/over)	NO	NO	YES	Every year
Dietary Needs Form	When applicable	When applicable	When applicable	When applicable	2 Week Meeting	NO	Spreadsheet acceptable
Signed Job Description	NO	YES	YES	YES	NO	YES	

Resource 4: Camp Staff Instructor Skills Observation & Verification

Instructor: _____ Program Area: _____

Skill	Date	Date	Date	Date
Proficiency in activity				
Proper use of equipment				
Store equipment correctly, maintain properly				
Handle hazardous equipment in an appropriate manner				
Set up and maintain program area				
Gives clear and accurate directions				
Solves problems and finds appropriate solutions				
Understands and implements operating procedures				
Monitors safety of participants				
Responds appropriately in emergency situations				
Delivers clear orientation to participants				
Plans and delivers instructional program				
Demonstrates appropriate techniques in clear, logical manner				
Specific Skills:				
Other Observations				

Observer: _____ Title: _____

Resource 6: Criminal History/Background Thresholds

The aim of this document is to provide thresholds for determining volunteer eligibility at camp based on criminal background/history check results. Developing a threshold policy allows us to protect the safety of everyone participating in our programs and to do so in a consistent manner.

Below is a list of offenses that Virginia has deemed unacceptable in a criminal background for people working with children in certain capacities. Source: ACA; "Guidance for Camps and Other Youth-Serving Organizations: Developing Criminal Background Thresholds" Updated 1/23/2012

- Abduction
- Abuse and neglect of children
- Abuse and neglect of incapacitated adults
- Any felony violation relating to possession or distribution of drugs
- Any violent felony
- Arson
- Assaults and bodily wounding
- Burglary
- Carjacking
- Crimes against nature involving children
- Cruelty to animals
- Delivery of drugs to prisoners
- Electronic facilitation of pornography
- Employing or permitting a minor to assist in an act constituting an offense
- Escape from jail
- Failure to secure medical attention for an injured child
- Felony stalking
- Incest
- Murder or manslaughter
- Obscenity offenses
- Pandering
- Possession of child pornography
- Robbery
- Sexual assault
- Taking indecent liberties with children
- Threats of death or bodily injury

The below best practices are taken from "National Recreation and Park Association: Recommended Guidelines for Credentialing Volunteers."

- A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

Holiday Lake 4-H Educational Center Camping Handbook Appendix

- Sex Offences: **All Sex Offenses** – Regardless of the amount of time since offense.
Examples includes: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- Felonies: **All Felony Violence** – Regardless of the amount of time since offense.
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
- **Examples include:** drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- Misdemeanors: **All Misdemeanor Violence** offenses within the past 7 years. **Examples include:** simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug and alcohol** offenses within the past 5 years or multiple offenses in the past 10 years.
- **Examples include:** driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
- **Examples include:** contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.
- Pending cases: It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

These guidelines should be considered in making a determination regarding a volunteer's fitness to attend camp. Any decision should include input from the 4-H Center and the state 4-H office.

Resource 7: Cell Phone Policy (Example) Junior 4-H Camp Cell Phone Policy

4-H camp participants including, but not limited to campers and teen counselors are prohibited from bringing cell phones or other electronic communication devices to 4-H Camp.

Bringing and using these devices is very disruptive to the camping experience in several ways.

1. Campers who experience mild home-sickness and have access to a cell phone will call home. Once that connection is made, the parents almost always end up coming to camp to take their child home. The same camper without access to that phone will be over their home-sickness in 24 – 36 hours and have a wonderful camping experience.
2. Other campers who do not have access to cell phones, but see others using them often feel as if they are being treated unfairly even though they are the ones who chose to follow rules. Seeing this can also incite home-sickness where it otherwise might not occur.
3. 4-H Camp is designed to be a place for youth to have a safe and fun learning experience away from home and their parents. Having direct contact with parents/family/friends throughout the week interferes with and even negates the developmental benefits that the camping experience is designed to provide.

Family and friends are strongly encouraged to send upbeat, positive letters, notes, and care packages to camp. You may even consider mailing packages on Thursday or Friday before camp so that your child will have a package waiting for them the first day of camp when they arrive. We suggest you send your child to camp with self-addressed, stamped envelopes for their use. The address for the Holiday Lake 4-H Center is below:

Holiday Lake 4-H Educational Center
c/o: Camper's Name
1267 4-H Camp Road
Appomattox, Va. 24522

We realize that you are trusting us with your most valued possession and we take that responsibility very seriously. All adult and teen counselors must complete training each year which covers everything from games and songs to risk management. The summer staff at camp goes through two weeks of very intensive training to help ensure that your child has the time of their lives at 4-H camp.

In the event of an emergency involving your child at camp, you will be contacted immediately. This is why it is important to list all the ways we can contact you on the health form and to list at least one emergency contact that we can call if we can't reach you immediately. Likewise, if there is an emergency at home and you need to get in touch with your child, you can call the 4-H center main office number, **(434) 248-5444**, at any time to reach someone and get a message to your child.

Those who bring unauthorized cell phones to camp will have them confiscated. Parents can pick up those cell phones when they pick up their campers on Friday, or they can come to the (-----) County Extension Office the following week. Those who bring cell phones, but refuse to surrender them Monday before dinner, may be sent home. If you have any questions or concerns about this policy, contact me at *(insert Unit office number)* or *(insert 4-H Agent email address)*.

Please help us enforce this policy for the benefit of everyone at camp and to ensure a fun, safe, and happy week at 4-H camp! We appreciate your cooperation.