

Our Lady of the Rosary Girls' Summer Camp

GENERAL HANDBOOK

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Held at Camp Lane

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Table of Contents

General Introduction	3
Insurance	3
Camp Forms and Acceptance	3
Camp Program	4
Camp Staff	4
Camp Transportation	6
Camp Behavior and Disciplinary Policies	7
Meals/Food Service	8
Camp Register	8
Health Services	9
Waterfront Policy	11
Camp Hiking Policy	13
Camp Safety	14
Emergency Procedure Plans	16

General Introduction

This manual of policies and procedures will be the norm for all camps run by the Sisters of the Society St. Pius X, Inc. in the United States. This manual contains general guidelines which outline the essential procedures to be followed by staff members of a camp run by the Sisters of the Society St. Pius X.

Camps run by the Sisters of the Society St. Pius X are for girls between the ages of 8–17. Exceptions are made only with the express consent of the Camp Director. The Sisters of the Society St. Pius X, Inc. does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its camps, admission policies, or activities.

Insurance

If necessary, the Camp Director must notify the insurance carrier of the Sisters of the Society St. Pius X, Inc. that the organization will be running a camp. It may be necessary to acquire additional liability insurance (sometimes in the form of a “rider” to an existing policy or an additional “umbrella” policy), following the advice of the insurance agent of the Sisters of the Society St. Pius X.

Camp Forms and Acceptance

No child will be accepted as a camper on any camp run by the Sisters of the Society St. Pius X, Inc. unless her parents have first completed a minimum of forms containing the following:

- 1) The “**Registration Form.**” This includes the child’s date of birth, and her names, address, and the best contact phone numbers of the parents.
- 2) The “**Liability Release Form.**”
- 3) The “**Authorization Release for Emergency Medical Treatment Form.**” This form shows the medical insurance of the child, the child’s doctor, and gives permission to the Sisters of the Society St. Pius X camp staff to care for the child by whatever means necessary in cases of medical emergency.
- 4) The “**Physical or Medical Information Form.**” This includes a doctor’s authorization for a child’s physical participation in the various camp activities. Furthermore, it contains the child’s immunization status, medical history, and any special medical needs that might be had or encountered at camp (e.g. asthma, medication, etc.). State regulations must be observed.

OAR 333-030-0105 Health Services

(a) The camp must require a current signed health disclosure for each camper. The health disclosure shall include, at a minimum, special health issues, activity limitations, allergies, medications, dietary restrictions, and a record of recent immunizations.

(b) The camp must require a signed permission form from a parent or guardian to provide a camper with healthcare, administer medications, and provide and seek emergency treatment.

All forms are available from the Sisters of the Society Saint Pius X.

Children whose camp forms lack the required information, are incorrectly filled out, or are not received by the Camp Director prior to the start of camp will not be accepted as campers, and are *not* the responsibility of the Sisters of the Society St. Pius X. (N.B. “Parents” in this manual may refer to the camper’s legal guardian.) Parents are to ensure that their children’s forms, especially the liability release and health forms, have been properly completed and received by the Director. The Camp Director will carefully examine the essential forms prior to the acceptance of a camper.

Camp Program

It is the general rule on Sisters of the Society St. Pius X camps that each activity, including any religious activity (e.g. Mass, prayers, rosary), unless otherwise explicitly stated, is considered obligatory for each camper. The campers are expected to comply with all camp rules and procedures with a positive spirit.

Sisters of the Society St. Pius X camps are centered around Catholicism. Hence, the campers will have, as far as possible, the daily Holy Sacrifice of the Mass, confessions, catechism classes, and the daily rosary. Activities throughout the day may include a variety of sports (e.g. organized games, swimming in designated swimming pools, hiking), field trips, campfires, skits, singing, crafts, etc.

Camp Staff

Prior to the acceptance of anyone as a staff member, the Camp Director will inquire into the qualifications of the same for the proposed position. Staff members must be pre-approved by the Camp Director.

Background checks must be done mandatorily for all staff members who supervise the campers (or are likely to have regular, non-incidental, contact with minors).

The ratio of adult staff members (18 years or older) to campers on a Sisters of the Society St. Pius X camp will be one adult staff member for every 8 campers or a fraction thereof beyond the first 8. Full time camp cooks are not included in this ratio. When more than 50 campers are on camp, the Camp Director will not be included in determining the above -mentioned ratio, and furthermore, will not serve full time as the health officer or as the qualified lifeguard. At camp, the campers are the number one priority.

There will be at least two staff members or approved temporary helpers at each camp activity or event. To keep this minimum, staff members must receive permission from the Camp Director to leave the premises.

Since an edifying example is important, the staff will strive to provide exemplary behavior at all times.

Camp Director

The Camp Director has the highest authority during the camp. She will be a Sister of the Society St. Pius X, formed and appointed by her superiors for this work. She will be at least 24 years of age and have prior administrative experience in an organized camp or related program.

The Camp Director is on duty or in residence at the campsite, supervising all camp staff members and campers. She is responsible for the organization and administration of the camp, as well as the

preparation, planning, and directing of activities.

The Camp Director maintains for each camper the completed health examination record that includes the parents' authorization release for emergency treatment. Furthermore, she maintains rosters for staff and campers.

Camp Chaplain

The Chaplain will either be a priest of the Society of St. Pius X, or a priest approved by the priestly Society of St. Pius X. The Camp Chaplain is considered an invited guest and holds no responsibility in the direction the camp. He offers daily Mass, is the confessor for the community, and looks after the spiritual and religious welfare of those at camp.

Camp Assistants

The Sisters of the Society St. Pius X who do not hold the role of Camp Director will be Camp Assistants. They directly supervise the campers, helped by the camp counselors. This includes teaching catechism, managing the campers' daily activities and their involvement in all camp events, overseeing the campers' work, play, crafts, and meals. They are supervised by the Camp Director.

Camp Counselors

The counselors directly supervise the campers. This includes managing their daily activities and their involvement in all camp events. They sleep, work, play, eat, and basically live with the campers. They are supervised by the Camp Director.

Camp Cook

The Camp Cook directs the preparation of all camp meals and snacks. She, as well as any other kitchen staff, is supervised by the Camp Director.

The Camp Cook must be experienced in the proper preparation and safe handling of food and know the procedures for the safe handling of food, personal hygiene, and proper washing and sanitizing of utensils and equipment.

Camp Health Director

<p>"Camp Health Director" means an adult responsible for routine and emergency health care services at the camp.</p>
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The Camp Health Director must meet the qualifications and charge standards that the state requires for camp operations or, at a minimum, be Red Cross certified in first aid and CPR.

The Camp Health Director is responsible for maintaining and operating the infirmary (with its first aid kit and supplies) which serves the needs of the staff and campers. The Camp Health Director confers with parents regarding the health, medical, and dietary needs of their children while at camp; reviews the campers' health forms; coordinates the storage, maintenance, acquisition and

dispensing of medication for the campers; and oversees any special diets required for the campers. A daily log of services will be maintained. The Camp Health Director is supervised by the Camp Director.

ORAR 333-030-0105 (4) STAFF QUALIFICATIONS AND TRAINING

- (a) The camp health director must have access by phone to a physician or registered nurse licensed in Oregon with whom prior written arrangements have been made to provide prompt consultation and other healthcare support to the camp or be a physician or registered nurse licensed in Oregon.
- (b) All camp health services must hold current first aid with a cardiopulmonary resuscitation (CPR) certification from a nationally recognized organization. Camp health services staff that are physicians or registered nurses licensed in Oregon are only required to hold a current CPR certification.

Camp Waterfront Director

The Camp Waterfront Director is the Camp Lifeguard who is responsible for all aquatic activities associated with the camp. She is to supervise the waterfront program, and enforce its rules and regulations, safety and emergency procedures. She supervises any assistant water safety personnel. The Camp Waterfront Director is responsible for ascertaining the swimming abilities of the staff and campers, defining available activities to deep and non-deep-water swimmers, and assigning the proper staff for each water program. Furthermore, she makes sure that all waterfront equipment is in a safe and readily usable condition, and that all rules are known and followed. The Camp Waterfront Director is supervised by the Camp Director.

Camp Lifeguards

The Camp Lifeguards are responsible for waterfront activities as directed by the Camp Waterfront Director and according to the regulations of the State, and the camp's waterfront policies described on page 11 of this handbook. They will strictly enforce all the regulations thereof. The Camp Lifeguards must be certified lifeguards meeting the standards of the American Red Cross. They help the Camp Waterfront Director to supervise those who use the waterfront at camp.

Camp Transportation

Policies regarding transportation will vary from camp to camp and are to be determined by the Camp Director. In general, it is the responsibility of parents to arrange the transportation of their children to and from the camp. The Sisters of the Society St. Pius X assume no responsibility for campers present at the camp area either before the announced and official beginning of camp or after the end of it.

If the Camp Director decides to provide a vehicle and driver to transport children to and from the campsite or around camp, a vehicle in good repair must be used, one that is street legal if used on public roads. Furthermore, such a vehicle will be kept nearby so that it can be used for transportation in case of an emergency.

All church or school owned automobiles must already be insured. Any vehicles which are rented by the church, school, or by the Camp Director must have full insurance coverage. At the time of the rental, the rental agency is to be informed of the identity of the drivers and any state lines to be crossed.

All camp vehicles used to transport campers or staff members must have a first aid kit and emergency equipment (reflectors, etc.)

Driver Qualifications

All drivers of camp vehicles must be at least 18 years of age, possess a valid driver's license for the applicable vehicle, and be approved for the same by the Camp Director. A CDL license must be had when required by law.

OAR 333-030-0115

Campers must only be transported in areas of vehicles designed for passengers. Drivers must have a current drivers' license with proper endorsement for the vehicle being operated and must be a minimum of 18 years of age.

Passengers

One staff member in addition to the driver will accompany each group of more than 12 campers. Two staff members will be required in a bus when more than 20 campers are being transported. All campers and staff are to be orderly at all times, must have a seat, must wear the approved vehicle safety restraints if available, and be aware of all exits from the vehicle for emergency purposes. No gear is to be stored in a manner that causes aisles or exits to be blocked. Any time passengers enter or leave the vehicle a staff member is to make a head count.

Camp Behavior and Discipline Policies

In order to ensure that those children entrusted to their care are helped with their development, it is necessary that order, proper discipline, and an adequate positive atmosphere be maintained by the Sisters of the Society St. Pius X for the duration of a camp. Disorder, disrespect, disobedience, and a negative attitude on the part of any camper are detrimental to the common good of the camp. Any physical, sexual, emotional, or verbal abuse of either campers or staff members is forbidden at any time.

Hence, camp staff members, under the supervision of the Camp Director, should take measures to remedy such ill behavior as soon as it is detected in order to help the camper improve and to keep negative behavior from infecting and harming others at the camp.

To achieve this end, discipline is essential. Following are some general guidelines:

- ⇒ At the beginning of the camp, the campers will be informed of the camp rules and the consequences of any infractions will be discussed with them. The rules will be enforced uniformly, and violations will be punished accordingly.
- ⇒ All discipline problems concerning campers will be reported to the Camp Director. Any

disciplinary action will be monitored by the Camp Director.

- ⇒ Staff members will strive to use prudence in applying the rules, always looking out for the welfare of the camp as a whole, as well as of the individual camper. The punishment should match the infraction of the rule.
- ⇒ Under no circumstances will a camper be deprived of meals (except possibly desserts or snacks) or sleep; be placed alone without staff supervision, observation, and interaction; or be subjected to ridicule, threat, or abusive physical exercise as a punishment. Corporal punishment is not used.
- ⇒ Staff members seek to be animated by a spirit of charity, which does not, however, exclude firmness.

Examples of appropriate forms of discipline might include: “sidelining” from a sport or activity with the possible imposition of silence; extra chores; deprivation of desserts or snacks; a conference with the Camp Director, Chaplain, or parent.

For serious matters or persistent bad behavior, one can expect expulsion from the camp. The parents will be notified, and the appropriate transportation will be arranged.

Camps run by the Sisters of the Society St. Pius X are not "reform schools." All girls accepted on camp are expected to be well-behaved already and striving to practice virtue. Any camper who, according to the judgment of the Camp Director, demonstrates serious ill behavior or a negative attitude will be expelled from the camp. The parents will be given approximately 48 hours to arrange for the transportation of any expelled camper to a safe place in the care of family or friends at the parents' discretion.

Meals/Food Service

There is a pattern of three meals and a snack or a dessert following either the noon or evening meal at camp. These mealtimes are somewhat flexible according to the schedule of the day's activities. Adequate drinking water will be provided between meals and during the various activities.

If a special diet is needed by a camper, the Camp Director must be notified of such a need at least two weeks in advance. For a special diet, the camper must supply the specific requirements for food, preparation, and serving. These instructions should come from the camper's parents or physician.

For the Oregon laws for the preparation of meals and food service, please see page 16 of this handbook.

Camp Register

From the time that the camp begins, the Camp Director will keep a strict log of campers as well as of staff members who leave or arrive at camp during the camp session. The record must include the identity of the person taking responsibility for any camper or staff member under 18 years.

Ending of Camp/Camp Check Out

At the conclusion of camp, campers shall be transported offsite by pre-arranged bus or released to parents, guardians, or pre-approved adults who have confirming identification.

OAR 333-030-0103

- (a) REGISTER RECORD: A record of all campers and staff attending camp must be kept by the camp operator for a period of at least 3 years from the date attended. The record must include their name, address, phone number, and dates of attendance.
- (b) VISITOR TRACKING: The camp operator must have a CAMPER LOG. The camp operator must have a log system to track visitors of campers and staff under the age of 18 that leave of arrive at camp during the camp session. The record must include the identity of the person taking responsibility for the camper or staff person
- (c) ABSENTEE CAMPER POLICY: The camp operator must develop procedures to check or confirm the status of any unexplained absentee campers at the beginning of the camp session.
- (d) MANDATORY REPORTER POLICY: The camp operator must develop procedures to inform appropriate staff of mandatory reporting of child abuse.

Health Services

The camp staff, especially the Camp Health Director, will not only be available for emergency situations, but will also make daily observations of the campers and their overall general health. This daily observation will be done in a passive manner rather than by camper spot checks.

OAR 333-030-0105 (5) HEALTH DISCLOSURE AND PERMISSION TO TREAT

- a) The camp must require a current signed health disclosure for each camper and staff member. Health services staff must review all health disclosures and notify the appropriate camp staff or campers with special health concerns. The health disclosure shall include, at a minimum, special health issues, activity limitations, allergies, medications, dietary restrictions, and a record of recent immunizations.
- b) The camp must require signed permission from a parent or guardian to provide a camper with healthcare, administer medications, and provide or seek emergency treatment.

Health Staff Requirements

Camps run by the Sisters of the Society St. Pius X will have a resident Camp Health Director who will meet the minimum standards set forth on page 5 of this manual. The Camp Health Director will be available at the camp at all times.

In the event of a camper's injury or illness, the Camp Health Director will make the initial assessment. Based on the nature and severity of the problem, the patient will either be treated at camp by the Camp Health Director or will be taken to the nearest medical emergency facility.

For all campers under the age of 18 who require medical treatment at a hospital or doctor's office, the Camp Director or Camp Health Director will contact the camper's parents explaining the nature and diagnosis of the injury and the need for treatment.

OAR 333-030-0105 (2) HEALTH SERVICES – GENERAL

All camp operators must have the applicable health and first aid services when the camp is operating. The Camp Director is responsible to assure that:

- a) Health services staff are properly qualified and trained for their specific duties and responsibilities; have the appropriate camper records, medications, and treatment logs, including information about special health needs or restrictions, as necessary for their duties; have first aid supplies appropriate for their duties; and have access to a means of communication to summon emergency help and to communicate with the Camp Health Director.
- b) Medical and emergency protocols are established and followed.
- c) Records are maintained as required by this rule and camp policy.
- d) The camp has a program to supervise the general health, safety, and sanitation in the camp.
- e) Camp health staff are on the premises at all times while the camp is in operation.

An adult health staff services person with current wilderness first aid certification or equivalent training must be present at any camp or camp activity if the emergency medical services response time is more than 30 minutes.

Camper's Health Records

A daily log will be kept recording all complaints, including the name of the camper as well as the itemization, dates, and times of the ailment or injuries sustained, the treatments prescribed and/or provided or medication dispensed, and the identification of the person or persons prescribing and/or providing the treatment or dispensing the medication.

The campers' health records, applications, and associated comments are considered confidential. Access to them is limited to the staff designated by the Camp Director.

OAR 333-030-0105 (8) HEALTH AND TREATMENT RECORDS:

- (a) The camp health staff must have access to the contact information and health disclosures of each camper and staff member.
- (b) When a medication is administered or treatment provided to a camper or staff member, health services staff must register the following information: name of the person receiving the medication or treatment, ailment or condition, name of the medication or description of the treatment, quantity given, date, time, and staff who administered the medication or provided the care.
- (c) The camp operator must retain camper and staff health disclosures for at least 3 years or as required by law.
- (9) REPORTING: The camp operator must report to the Division and local public health authority any illness outbreaks, fatalities, or accidents that require treatment from emergency medical services that occur at camp on a form approved by the Division. If possible, these incidents should be reported within 24 hours of occurring.

Medications

The Camp Health Director will oversee all dispensing of medications brought to camp by any

camper. State regulations will be observed.

All medication brought to camp by a camper or staff member under the age of 18 years must be in containers that are clearly labeled with the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by the physician must, in addition be labeled with the name of the prescribing physician, the prescription number, the date prescribed, possible adverse reactions, the specific conditions when contact should be made with the physician and the other special instructions as needed.

All medications brought to camp by a camper or a staff member under the age of 18 years must be kept under lock and key and must only be administered by the Health Service Staff. All unused medications will be returned at the end of camp, and a record will be kept for each camper receiving any medications dispensed by the Camp Health Director.

OAR 333-030-0105 (6) MEDICATIONS

- (a) All medications brought to camp by a camper or staff member must be kept in their original containers.
- (b) Except as specified in subsection (E) of this section, all medication must be stored in a locked unit or area except when in the controlled possession of the person responsible for administering them.
- (c) Prescription drugs must be administered in accordance with specific directions of a licensed prescribing health care professional.
- (d) Non- prescription drugs must be administered in accordance with the label instructions and the camp written procedures or under the signed instruction of the parent, guardian, or prescribing health care professional.
- (e) Emergency allergy medications, rescue inhalers, or other medications or devices used in the event of life-threatening situations may be carried by the camper or staff member.

Waterfront Policy

This section lists safety procedures and guidelines that are to be followed on camps run by the Sisters of the Society St. Pius X in which water activities are offered for the campers.

Waterfront operational procedures follow as closely as possible the guidelines, standards, and basic procedures recommended by the American Red Cross.

Waterfront Staffing

A certified lifeguard and “aquatic observers” will be located on the waterfront. All campers are given a waterfront orientation at the beginning of camp, before the first entry into the water.

A certified lifeguard, who will meet the minimum standards set forth on page 6 of this manual, will be on duty at each aquatic activity and will be responsible for the enforcement of safety rules and procedures governing the aquatic activity. During the time of waterfront activities, this lifeguard will work under the Camp Waterfront Director.

A certified lifeguard and one “aquatic observer” (e.g. a staff member) will be on duty for every 10

or fewer campers involved in an aquatic activity. When the number of campers engaged in an aquatic activity is more than 25, there must be at least two certified lifeguards.

If the camp facility provides waters for recreation with an implemented state approved program and personnel in place for public safety, this will suffice. In this instance, our above waterfront policy and procedures may be dispensed with, and the burden of safety will be solely on the camp facility.

Waterfront Safety Rules

- 1) No one is allowed in the water without the approval of the Camp Director and without a certified lifeguard present.
- 2) No aquatic activities after dark.
- 3) No swimming outside of designated areas.
- 4) No swimming in areas beyond tested ability. All campers are tested their first time in the water by the lifeguard. Campers are allowed only in waters conforming to their abilities.
- 5) The buddy system or the camp team system is used to check in and out of the waterfront.

OAR 333-030-0110

AQUATIC FACILITIES:

- a) Public swimming and wading pools in organizational camps must comply with OAR chapter 333, division 60; and public spas must comply with OAR chapter 333, division 62.
- b) Lifeguards must be present at all organizational camp pools during all hours of operation. The number of lifeguards is determined by the type of pool and must meet the requirements of OAR 333-060-0207.

AQUATIC PROGRAMS must be under the direction of a program supervisor.

WATERFRONT ACTIVITIES:

- a) Waterfront activities serving less than 10 persons in or on the water may operate with only the supervision of a lifeguard.
- b) There must be at least one lifeguard for each 25 persons in or on the water. In addition, an overall ratio of one observer or lifeguard for every ten persons in or on the water must be maintained.
- c) Lifeguards required under subsection (b) of this section must have current waterfront lifeguard certification from a nationally recognized organization. OAR 333-060-0208: A qualified lifeguard must be currently certified in lifeguarding, first aid and CPR as defined in OAR 333-060-0015 (13), as well as having regular in-service training and training as required by 333-060-0208 (4) (solar protection) and 333-060-0209 blood-borne pathogens (29 CFR 1910.1030, blood borne pathogen standard).
- d) If waterfront activities take place at more than one location, a lifeguard must be present at each location. Lifesaving, first aid, and safety equipment must be present at each location. Such equipment must be suitable for the users and conditions under which the equipment is expected to be used.
- e) All watercraft must be equipped with a U.S. Coast Guard approved personal flotation device in good serviceable condition and of appropriate size for each person on board whenever the watercraft is in use.

A watercraft is anything that aids human agility in, on, or under the water including, but not limited to, any kind of boat, canoe, kayak, jet ski, wet bike, ski, surf board, wake board, float or inner tube, sub-marine or variation thereof, scooters, etc. Activities with such will be approved by the

Waterfront Director and be led by two experienced staff members.

All participants using watercraft will wear life jackets, receive at least an introductory training lesson, and have the required certified lifeguard present.

OAR 333-060-0210 POOL SAFETY

- a) General: Any object or material not specifically approved under OAR chapter 333, division 060, which might cause hazardous conditions or interfere with the efficient operation of the pool is not permitted in the pool area.
- b) Telephone: The operator must provide a telephone that is accessible during all hours the pool is open for operation. The phone must be capable of reaching emergency assistance without the use of cards or coins. The operator must conspicuously post, within the pool area, the address of the pool facility.
- c) Lifesaving Equipment: The operator and staff must keep the lifesaving equipment in good repair and in ready condition. Mount the lifesaving equipment in a conspicuous place where it is readily accessible and used only for its intended purpose.
 - Life hook – with a crook design, securely attached to a non-telescoping pole 8-16 ft. long
 - Life buoy – (if the pool is over 25 ft. wide) Coast Guard approved, attached to a ¼ in. rope, knotted on the opposite end. Pools providing a lifeguard during all hours of operation do not need a life buoy.
 - Rescue tube – for each lifeguard on duty. It is a closed-cell foam tube with an attached towline and shoulder strap
 - First aid supplies – maintained and stored in an area close to the pool
 - Bloodborne pathogen cleanup kit – a bodily fluid cleanup and disinfectant kit maintained and completely supplied at each general-use public pool facility
 - Water rescue spine boards or backboards – appropriate for water rescue and meeting the lifeguard training agency’s specifications
 - Automatic External Defibrillators (AED) – for pools serving 100 or more patrons per day, onsite and accessible for use.

Camp Hiking Policy

An adult Supervisor shall be present providing “in-the-area” supervision during camp hikes. Campers shall hike in a group in remote areas. Campers shall be instructed not to wander from their group or partner. The group shall stay together at all times.

Whenever possible, the group will “sign in” when entering a hiking area and “sign out” when leaving it. When this is not possible, a local person will be informed ahead of time of the group’s plan and told to notify authorities should the group not return before a designated hour. Someone outside the group is always to know the location of the group.

A fully stocked first aid kit and a working communication device (e.g., cell phone) shall be readily

accessible and shall accompany each hike.

Adequate water for the weather conditions shall be provided and appropriate protective clothing (hat, closed-toe shoes, jacket, sunscreen, and sunglasses) shall be worn.

When possible, the route that will be taken during the hike shall be known and if necessary, a reference route or location map shall be carried on the hike.

In case of an emergency, adult supervisors shall know how to direct emergency responders to the hiking location and how to transport an injured person to the closest medical facility.

If a member of the hiking group is missing, the Hike Director shall be notified immediately.

Camp Safety

OAR 333-030-0125

- 1) Cleaning equipment and supplies, all insecticides, chemicals, paints, flammable liquids, and other hazardous substances must be stored isolated from campers and to prevent contamination of clothing, toweling, bedding material, and food supplies. All applications of chemicals including, but not limited to, cleaners and disinfectants must be in accordance with the manufacturer's recommendations and by appropriately trained personnel or under the supervision of trained personnel.
- 2) All hazardous substance must be clearly labeled or stored in the original container. When not in use, all hazardous materials must be stored according to the applicable requirements or in a secured storage area or unit.
- 3) Organizational camps must be a safe environment and must minimize or eliminate safety hazards, including, but not limited to, debris, open excavations, abandoned wells, unused refrigerators or freezers with latchable doors. The camp operator must take measures to limit unsupervised access to natural hazards such as cliffs or bodies of water. All buildings and equipment must be kept in good repair.
- 4) Gasoline and other flammable and combustible liquids must be clearly labeled, stored, and dispensed in accordance with the law and Oregon Fire Code.

Promoting Safe Daily Camp Activities

Campers on camps run by the Sisters of the Society Saint Pius X participate in a variety of individual and group activities that involve potential injury risks and hazards. As part of the planning process for camp activities, camp staff members that coach or supervise these activities shall evaluate the potential risks for injury and evaluate the hazards that are associated with the activity. Once potential risks and hazards have been identified, suitable camper safety training and/or controls to mitigate or eliminate potential risks for injuries shall be developed and implemented by staff members.

Safety training for camp activities may encompass the following topics: animals, camping, transportation, outdoor adventure, food preparation, sporting activities, crafts and hobbies, tools, equipment, clothing/textiles.

Safety training shall include discussion of the use of personal protective equipment and other

equipment used as part of the activity or project. Safety training may be incorporated into other educational instruction associated with a camp activity and may be accomplished through verbal instruction, instructor demonstrations, review of written or electronic materials, and/or viewing commercially prepared video recordings. In certain instances, campers may not be allowed to participate in an activity or utilize equipment or tools until they have demonstrated their understanding of associated hazards and procedures or achieved a necessary level of proficiency.

Staff Duties and Responsibilities for Safety

Camp staff members are responsible for the safety of campers during all activities and must demonstrate safe practices when showing campers how to carry out their project work.

Staff shall be familiar with activities, procedures, and processes associated with the activity they are supervising. Staff must be capable of identifying activities that pose the potential for causing accidents, injuries, or disease exposures.

If an unacceptable risk or hazard becomes evident while an activity is taking place, the Camp Staff must promptly modify the activity or establish controls to reduce the risk to an acceptable level or correct the hazard. If the unacceptable risk or hazard continues to exist, the Staff member must discontinue the activity and, if necessary, evacuate the members from the affected area.

If an injury occurs, the Staff member must be prepared to provide an appropriate emergency response to the type and extent of a member's injury. This includes determining the severity of the injury, implementing the proper emergency response, informing the member's parent/guardian/emergency contact of the injury, and reporting the injury to the Health Director and to the Camp Director.

Food Safety

Food staff shall implement safe food handling practices. Some basic safe food handling, preparation, and storage practices are described below:

1. Personal hygiene shall be utilized, including hand washing and hair constraints;
2. The food service area shall be clean and protected from rodents/insects;
3. Food contact surfaces shall be clean and sanitized;
4. Perishable food shall be stored at the proper food storage temperature;
5. Approved thawing methods shall be used with frozen foods;
6. Fresh fruits and vegetables shall be properly washed;
7. Cooked food shall be cooked and held at safe temperatures;
8. Food shall be served so as to be protected from dirt and contamination;
9. Utensils, tableware, linens, shall be handled, cleaned, sanitized, and stored properly;
10. Dishes shall be air dried, covered;
11. Garbage and refuse shall be properly contained and disposed;
12. Cleaning materials and equipment shall be properly stored in designated area;
13. All signs and permits shall be posted.

OAD 333-030-0095 FOOD SERVICE

- a) **FOOD SANITATION RULES:** Eating and drinking facilities, commissaries, mobile units, and vending machines operated in conjunction with organizational camps must be constructed, operated, and maintained in compliance with the Divisions Food Sanitation Rules OAR 333-150-0000 with the exception of areas for food storage, preparation, and service restricted to individuals or single-family use. A food service facility must have toilet and handwashing facilities for use by the kitchen staff and food handlers. These facilities are not required to be made available to campers.
- b) **EMPLOYEE TRAINING:** The camp must have trained food preparation staff if the organizational camp prepares food in camp food service facilities.
 - Resident camps must provide a manager currently certified by one of the Division approved food manager agencies or organizations, who supervises the food - preparation activities, or assure that all food preparation staff have a current Oregon food handler certification.
 - Short-term resident camps must have at least one individual involved with food preparation activities that has, at a minimum, an Oregon food handler certification.
- c) **OUTDOOR COOKING:** A camp engaging in wilderness and outdoor cooking must ensure that camp staff are knowledgeable about and practice food service in accordance with the following health and safety guidelines:
 - A camp should minimize or avoid the serving of high risk (potentially hazardous) foods.
 - Leftover potentially hazardous food (time/temperature controlled for safety foods) that have been prepared for service may not be re-served.
 - Campers and staff doing the food preparation must wash their hands frequently to remove dirt and prevent cross-contamination of foods.
 - The camp operator must assure an adequate supply of safe drinking water.
 - Campers must be versed in safe operation of camp stoves and handling of flammable liquids.

Treating and Reporting Camp Injuries or Illnesses

There shall be a full-time adult Health Director charged with health supervision when campers are present and who is responsible for assessing and treating injuries and/or illnesses as described on page 5.

The Camp Director, in consultation with the Health Director, shall report any injury or illness to the camper's parent/guardian.

Camp staff and counselors shall know the chronic medical needs of their campers.

Emergency Procedure Plans

Camps run by the Sisters of the Society Saint Pius X on a rented campground will follow the emergency procedure plan established by the Camp Site Operator.

0AR 333-030-0100 EMERGENCY PROCEDURES

1. Each camp must retain onsite a written emergency plan outlining procedures to be followed in each of the following situations: natural disasters, lost camper or swimmer, fires, transportation emergencies, severe illness, injuries, or communicable diseases, stranger in camp, active shooter or violent intruder in camp, transition of supervision and release of campers to a designated responsible party.
2. The emergency plan must contain at a minimum: procedures for evacuation, for communication with emergency medical services and facilities, for the control of vehicular traffic through the camp; as well as the location of the nearest fire station and of the Automatic External Defibrillator (AED).
3. The camp operator must: designate individuals to be responsible for carrying out the emergency plan, instruct all employees and volunteers in the emergency plan and their duties in the event of an emergency situation, and retain written documents that all employees are aware of their responsibilities under the emergency plan and their duties therein.
4. The license holder must post the following emergency information conspicuously near the phone or with the alternative communication system used by the camp for off-site emergency communication, be accessible during all hours of operation, and maintained in all camps. Whether telephones are provided or an alternative communication system, the license holder must post by each telephone or communication system the current numbers for 911 and poison control, the number of the 24-hour camp emergency contact, and the locations of the nearest medical facility, camp address including highway number, street number, rural route and box number, or other data (for example global positioning system (GPS) coordinates or life flight landing zone locations) to aid in assuring prompt emergency response.

In addition to the Camp Site Emergency Procedure Plan, staff members of camps run by the Sisters of the Society Saint Pius X will be familiar with, and put into practice if necessary, the following emergency plans:

Stranger in Camp

All camp visitors shall be notified to stop at the main office to sign in; and be escorted by camp staff to their destination. The Camp Director or her designee shall approve visitors entering the camp property.

Camp staff and campers shall be instructed, during camp orientation training, to immediately report any unidentified stranger on camp property to the Site Operator or Camp Director. Unless the unidentified stranger poses an obvious threat, the Site Operator, Camp Director, or adult designee shall approach to ask what their name and purpose is. If the unidentified stranger does not provide their name and a satisfactory reason for being on the camp property, then the Site Operator or Camp Director may request they leave and escort them off the property. If an unidentified stranger becomes a threat or does not leave the property, the Site Operator or Camp Director shall contact the County Sherriff’s Department for assistance.

Fires

Fires at camps may be caused by inadvertent ignition of flammable liquids or combustible materials in kitchen, campfire, office, cabin, storage, or repair/shop areas. The camp may also be threatened from a naturally occurring (or man-induced) range or forest fire that is being driven by the prevailing wind toward the camp. Whatever the fire source, the following camp emergency fire response plan shall be implemented:

1. The Site Operator or Camp Director shall know whether any outdoor burning restrictions are in place and always follow any outdoor burning restrictions and government regulations that pertain to outdoor fires.
2. If an unintended fire has been observed, the observer shall notify the Site Operator or Camp Director who shall take action to have the camp alarm sounded and contact the Fire Department (911).
3. Upon hearing the camp alarm, camp staff and campers shall immediately report to their assigned assembly areas. Assembly group leaders shall conduct head counts.
4. If the unintended fire is characterized by being small or of limited extent and not having spread beyond its starting point, then a portable fire extinguisher may be appropriate to suppress the fire. Examples of small or limited fires include fires on a stove burner or in a dumpster or trash can.
5. Portable fire extinguishers shall not be used on fires that have spread beyond their starting point. For example, from a trash can onto adjacent curtains and/or wall.
6. Portable fire extinguisher use shall be restricted to adults only and only to those adults that have received portable fire extinguisher training.
7. Adults using a portable fire extinguisher shall always locate and maintain an escape route between themselves and the fire they are attempting to suppress.
8. Adults using a portable fire extinguisher shall leave a fire area whenever: the escape route becomes threatened; the portable fire extinguisher becomes depleted; or the fire becomes uncontrollable.
9. An Incident Report Form shall be completed for all injured or ill staff members and campers and submitted to the Camp Director within 48 hours of the incident.

Transportation Emergencies

In the event of an accident, it shall be determined if any driver or passengers are injured; emergency responders shall be contacted if necessary. Basic first aid shall be administered to any injured until the arrival of emergency medical responders.

If accident witnesses are present, their names, address, and phone number information shall be obtained.

The vehicle involved in the accident should not be moved until the law enforcement agency has authorized its movement.

The Camp Director shall notify the parents/guardians of campers involved in the accident.

An Incident Report Form shall be completed for all injured drivers or passengers and submitted to the Camp Director within 48 hours of the incident.

Waterfront Emergencies

If a swimmer or watercraft user is observed to be drowning, distressed, or a submerged victim, the

observer(s) shall immediately alert the lifeguard. The lifeguard (or designated representatives or adult staff) shall sound the camp aquatic emergency alarm.

Upon hearing the camp aquatic emergency alarm, all swimmers shall exit the aquatic area.

The lifeguard shall provide an appropriate rescue response for the situation, including retrieving the victim from the water environment and initiating first aid and/or cardiopulmonary resuscitation (CPR). The Health Director shall be immediately contacted for assistance and the Camp Director shall be notified.

If a swimmer appears to have sustained a spinal injury, the lifeguard shall use a backboard as trained to secure the victim from drowning risk and then stabilize them from further injury. The lifeguard shall not unnecessarily move the suspected spinal injury victim and contact the Health Director for assistance.

If a swimmer notices that a member of their swimming group is missing, they shall notify the lifeguard immediately. The lifeguard shall sound the camp aquatic emergency alarm and clear the aquatic area. The Camp Staff shall search the last known location of the missing swimmer. The search time should be limited to 30 minutes. If the missing swimmer is not located within 30 minutes, then the County Sheriff's Department shall be contacted as indicated above under Emergency Response Assignments.

If the lifeguard determines a thunderstorm and associated high winds and lightening to be a significant threat to swimmers and/or watercraft, then the lifeguard shall declare an aquatic emergency and sound the camp aquatic emergency alarm. Upon hearing the camp aquatic alarm all swimmers and watercraft users shall exit aquatic areas and seek shelter indoors or at designated safe harbors.

An Incident Report Form shall be completed for all injured swimmers or watercraft users and submitted to the Camp Director within 48 hours of the incident.

Natural Disasters

Potential natural disasters that may impact camp include tornados, thunderstorms, flooding (concerned specifically with runoff), and extreme heat events.

In the event of a natural disaster, the Site Operator or Camp Director shall issue, when appropriate, advance warning to camp staff and campers to take shelter with their assembly groups, away from the effects of the disaster, at the safe harbor locations. The Staff shall assure that all campers are accounted for and shall remain with the campers until the danger is past and the "all clear" signal is given.

Before the event, the Site Operator or Camp Director shall provide precautionary information, to minimize the impacts of natural disasters such as:

1. In a tornado, severe storm, etc. staff and campers will be sent to the best available hard cover or take cover in low valleys, hollows, ditches, etc., staying away from power lines and weak structures. Bedding and mattresses can be used to cover campers from falling debris. The counselors will make certain that their campers are accounted for and will remain with those for whom they are responsible until the danger is past.
2. In a flood: to avoid creeks and the hiking trails and to prohibit playing and sliding in the mud or runoff;
3. In an extreme heat event: to limit outdoor activities, especially during the heat of the day, and to promote the consumption of adequate amounts of fluids.

Following the natural disaster and the sounding of the 'all clear signal,' assembly groups shall go to the assembly area. The Camp Director will determine the scope and impact of the event and will

initiate and oversee a response plan as necessary.

Should natural disaster impacts pose unacceptable illness or injury risks to camp staff or campers, then the Site Operator or Camp Director shall restrict outdoor camp activities or shut the camp down to protect the health and safety of the camp staff and participants.

The Site Operator or Camp Director shall determine whether the impact of the natural disaster requires relocating staff and campers to secure and safe harbor areas within the camp property or evacuation of the camp.

Should an evacuation order be issued, then the Site Operator or Camp Director shall implement the camp evacuation procedures as foreseen by the camp site.

An Incident Report Form shall be completed for all injured or ill staff members and campers and submitted to the Camp Director within 48 hours of the incident.

Severe Injuries, Illnesses, or Communicable Diseases

The Health Director shall evaluate all camp illnesses and injuries for treatment and severity. Treatment shall be provided for illnesses and injuries within the scope and capabilities of the camp medical facilities and Health Director abilities.

Expertise and equipment may not be available at camp medical facilities to treat severe injuries or illnesses such as fractures, lacerations requiring stitches, second or third-degree burns, snake bites, major allergic reactions, concussions, and significant outbreaks of communicable diseases. As necessary, the Health Director shall determine when and where to evacuate any injured or ill Camp Staff or campers.

Depending on the severity of the injury or illness, evacuation will be coordinated by the Health Director through: 1) sending patients to emergency medical facilities by ambulance or camp vehicle; or 2) contacting the responsible parent or guardian to pick up their camper or counselor.

An Incident Report Form shall be completed for all injured or ill staff members and campers and submitted to the Camp Director within 24 hours of the incident.

Lost or Runaway Camper

The Camp Director will be notified immediately upon the discovery that a camper is missing and presumed lost or runaway, then:

1. The Site Operator or Camp Director shall organize one or more search parties composed of Camp Staff and volunteers who will search the camp facilities and the general camp area, or around the area where the camper was last seen. That failing, the Camp Director will designate a staff member to drive the roads leading from camp or around the area where the camper was last seen.
2. No organized search shall expose camp search party members to unacceptable injury or illness risks, such as crossing or searching in swift waters.
3. Search parties shall be provided with communication devices and an accurate physical description of the lost camper, including height, weight, hair/eye color, and the clothing worn by the camper at the time they were determined to be lost.
4. Search parties shall conduct search patterns that expand outward from the last known location of the lost camper.
5. Search times should be limited to 30 minutes.
6. If the camper is not located within 30 minutes, then the County Sheriff's Department shall be contacted (911).

7. The Camp Director, in consultation with the County Sherriff's Department, will ensure affected parents/guardians are notified that their camper is lost.
8. An Incident Report Form shall be completed for all injured or ill lost campers and submitted to the Camp Director within 48 hours of the incident.