

Mt. Hood Kiwanis Camp

Group Rules and Safety Orientation OM-15.D



SECURITY AND SAFETY:

___ Group sign in (visitor log).

___ Orientation of building and grounds. OM-9A

___ Emergency exits and procedures:

- Rental groups are responsible for emergency care and each rental groups must have a vehicle on site with fuel that can be used for emergency transportation. TR-1, HW-27A,B, OM-A
- If you hear an air horn (3 blasts), begin emergency procedures. OM-8
- In case of emergency requiring evacuation, advise your group to meet in the field in front of Fanning Hall to determine if evacuation towards Highway 26 is necessary. OM-8
- Smoke detector locations.
- Building and site evacuation maps.
- First aid kit and AED locations. HW-27C
- Notify the Site & Facilities Director if AED is used or if any illness, injury, or accident needing assistance occurs. HW.27D
- If an emergency, notify the Site & Facilities Director immediately after contacting the appropriate emergency responders. OM-7

___ How to contact Site & Facilities Director: (phone number on site- 503.272.3288)

- Check Site & Facilities Director's home, Fanning Hall kitchen, and maintenance barn.
- If the Site & Facilities Director left the site, the group can call the Portland office at: 503.452.7416 (number is on the telephone list by each telephone).
- Contact the Site & Facilities Director immediately if problems with gas/water/electric occur.

___ If you see or encounter a suspicious person on the camp property, report immediately.

___ Site specific warnings: pond, creek, adventure course elements, maintenance barn, pool. OM-9C, OM-15.C

___ Other groups in camp?

___ Trails, waterfall, and pool: ALWAYS use buddy system.

___ Please respect the environment. No littering, stay on paths, no picking plants, no cutting wood, no throwing stones or wood in pond. "Take only pictures, leave only footprints." OM-9C

___ Pool (if used):

- Mt. Hood Kiwanis Camp does not provide a lifeguard or aquatics personnel. It is required that should you choose to use the pool, you provide at least two trained and certified persons that are 18 years or older. One of them must hold a current certification as a lifeguard by a nationally recognized certifying body. PA-3
- Explain safety systems. PA-12
- Use buddy system to keep track of swimmers. PA-12
- Location of safety equipment.
- If participants cannot swim the length of the pool without a life jacket, they are not allowed to swim in the deep end of the pool. PA-13

___ Prohibited at camp: OM-9B

- Pets are not allowed on camp property, unless it is a service dog. OM-4E
- Illegal drugs on camp property are strictly prohibited. OM-4A
- Mt. Hood Kiwanis Camp prohibits the transportation of individuals in the back of pickup trucks or wagons where seats are not attached to the vehicles. TR.2
- Firearms (defined as any projectile-firing device), guns (all types), ammunition, fireworks of all kinds, incendiary devices, explosives, flare guns, air rifles (including paint ball rifles), guns using BBs or pellets or darts, any slingshot device, knives designed or intended for harm to people (such as switchblades, shivs, daggers or shanks, bayonets or other martial arts devices and ceremonial swords) and tasers or other electric shock devices are strictly prohibited. OM-4E

- We don't recommend bringing personal sporting equipment that can be potentially dangerous. If you do bring equipment, we require that you keep it locked in your vehicle in all times. OM-4B
- Smoking is not allowed in any camp building. Only designated areas outdoors are to be used for smoking. Smokers should use appropriate receptacles for cigarette disposal.

____ Ratios. Groups are responsible for providing supervision for all participants under the age of 18 at all times. We require the following ratios: OM-15.B

Participant Age	# of Adult Chaperones	# of Youth Participants
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

KITCHEN AND MEALS:

____ Meal service:

- Meal times: 8am, 1pm, 6 pm unless otherwise arranged.
- Buffet service.
- Vegetarian and other dietary requests to best of our abilities.
- Self- bussing.
- Wipe tables with bleach solution.

____ Food preparation in lodge kitchens

- Use only clean and sanitized utensils and equipment during food preparation. SF.22
- Clean and sanitize food contact surfaces after each use. SF.22
- Minimize the time that potentially hazardous food remains in temperature danger zone of 40 degrees Fahrenheit and 140 degrees Fahrenheit. SF.22
- The FDA specifies that all dishes should be air dried before stacked and stored.

DEPARTURE CHECKLIST:

____ Location of cleaning supplies.

____ Walk through with Site & Facilities Director.

____ Fees for damages.

____ Repair request form.

I have been informed of the above policy, agree to abide by it in all respects, and will share the information with my group. OM-9A

Name _____

Signature _____

Rental group _____

Date _____