



Camp Sealth

Policies & Procedures for Your Event

Dear Teachers, Administrators, Parents and Guardians.

Welcome to Camp Sealth! To help you have a successful event, please review this information. You are responsible for upholding the policies and standards described here and in your Agreement for Use of Facilities. Camp Sealth is a child and family-friendly facility, alcohol and drug-free, and we are counting on you to keep it that way.

We hope your stay is a pleasant and successful one and we want to help make it so. Please feel free to call us if we can help in any way.

Very Sincerely,

Josh Cunningham
Outdoor Education & Retreats Program Manager

Rick Taylor
Executive Director

1. FINAL ARRANGEMENTS

At least two weeks prior to event, return the Final Confirmation Form & Special Diets sheet:

- Updated participant numbers
- Your arrival time - If this changes after you send in the confirmation form, please call to let us know. We want to be ready for you!
- Name of person(s) responsible for the overall event including behavior (one responsible person must be on-site at all times during the event)
- Who will lead/ teach archery, waterfront and other specialized activities you might be conducting.
- Send us the current certification cards (lifeguarding, CPR and first aid) for any lifeguards you are using
- List who are your designated/certified First Aid and CPR providers
- Special dietary needs, food allergies, vegetarian preferences, etc.

Arrival of the Event Coordinator

Upon arrival at camp, the Event Coordinator must check in with the camp staff (your host).

- Walk-through the contracted facilities.
- Set a time for assembly of your participants for our welcome, presentation of rules, etc.
- Set a time for the final day walk-through and check-out.

Arrival of Participants

- Please have attendants on hand to help participants find their cabins, parking, etc.

Check Out Can Be Quick and Easy if You:

- Allow adequate time in your schedule for clean up, unless you've pre-arranged for us to do this.
- Organize clean-up teams and/or assign clean-up responsibilities in advance.
- Provide adult supervision for children helping with clean-up.

- Conduct a preliminary check of clean-up in all buildings being used prior to our final inspection and prior to dismissal of participants.
- Have participants remove their gear as cabins are cleaned and then refrain from going back into those buildings for anything at all.

2. A TOUR OF THE CAMP FACILITIES

If any of your group need to visit the camp before your event, please call us to set up an appointment.

3. STANDARD SERVICES

Telephones: Two pay phones are available for your use, one in the WoHeLo building laundry room, the other in the hallway in Rounds Hall. The lobby phones in Shutanka (206-463-3173) or Wrangler (206-463-6529) are also available for local calls. *For incoming calls*, these two numbers can be given out to those who may need to contact your participants.

Emergency Contact with Camp: Please establish one or more cell phone numbers or either of the numbers above for participants to give to their families. If no one answers these phones at camp, callers will be given instructions how to page the camp staff. The Emergency Pager is 206-587-8638.

Household Supplies: Bathrooms are stocked with cleaning supplies. Extra toilet paper, light bulbs, and trash can liners are available through your host.

Firewood/Campfires: Firewood is cut for you and located near each building or cabin group with a fireplace or fire ring. You may wish to bring kindling or an axe or hatchet. Fires are allowed only in established fire rings or fireplaces and on the beach near the boat dock. See the next page for detailed fire regulations.

Garbage: You are responsible for emptying cabin and bathroom wastebaskets into the large garbage cans located throughout camp. Garbage is collected regularly from these central locations by the camp staff. We encourage you to recycle as much as possible by using the bins we've provided in most meeting rooms. A list of recyclable materials is posted near the bins.

Sports Equipment, Tools, Etc.:

- **Flag:** The camp flag is stored in Rounds Hall or the office. Please remember to take the flag down and put it away each night during your stay and before you depart.
- **PA system:** A microphone and PA system are in Rounds Hall. Please ask our staff for instructions.
- **Audio/Visual:** We have Color TV with video and DVD player, overhead projector, and slide projector
- **Tools:** Shovels, rakes and buckets can be used upon request.
- **Volleyball Courts:** A standard size sand court is in main camp. Portable poles/nets can be used anywhere at Wrangler, Dupar Meadow, Blueberry Plateau, etc.
- **Sports Equipment:** We have croquet, Frisbees, a parachute, balls, and a few other items.
- **Other Program Equipment:** Please contact us with other requests.

Maintenance: Should a problem arise during your stay, just contact any of our staff. We'll do our best to quickly resolve the problem.

Service Projects: If your participants would like to do a service project for Camp Sealth, we will gratefully work with you. Please talk to us in advance so we can be prepared with tools, materials and appropriate leadership for the project.

Lost and Found Items: Try to return everything to the owners before your event is over. Unclaimed items should be taken with you. Items found after your departure will be held for thirty days at the camp office.

Accessible Buildings: Rounds Hall, Medamin, Sea Shanty cabin, the Wrangler program room (Parsons Lodge), and Virginia Lodge are all equipped with wheelchair ramps, accessible bathroom and shower facilities, and designated parking for persons with limited mobility. An asphalt trail connects Parsons and Virginia Lodges at Wrangler. Medamin has a wheelchair ramp, but only one bathroom has been equipped with grab bars, and an accessible shower stall.

YOUR EQUIPMENT:

You may, of course, bring sports and other recreational equipment for your own use. Please be clear with your participants and activity leaders that Camp Sealth staff is not responsible for the maintenance or safe use of that equipment. Your plans to use tools, motorized vehicles such as go-karts, equipment for activities that require protective gear, are heat-producing, or could readily cause injury should be reviewed with us prior to your stay. Equipment we do NOT provide includes: vehicles, bicycles, power tools, camping stoves, fuel, tents, sleeping bags, linens and craft supplies.

4. PARKING

We have enough parking spaces, but it's tight, so let us help you make parking arrangements. The presence of too many vehicles in the main camp area quickly detracts from Camp Sealth's natural beauty, raises safety concerns, and damages lawns. Restricted parking is necessary to allow for maintenance accessibility, evacuation in case of emergency, and the full use of program areas. Please CAR POOL as much as possible.

1. Parking spots:
 - a. Parking lot opposite the camp shop/service yard, (12-15 cars)
 - b. East side of Rounds Hall (1-2 cars plus a space reserved for handicapped stickered cars)
 - c. Opposite of Medamin, (8-10 cars)
 - d. Just south of Wohelo on the gravel, (2 cars)
 - e. Two lots at Wrangler unit. (20-25 cars)
 - f. Near Dupar Meadow (12-15 cars) (about a 15-20 minute walk to or from main camp)
 - g. If these areas do not provide adequate parking for you, please contact us in advance for other arrangements.
2. Parking along the camp road is PROHIBITED except temporarily to facilitate check-in.
3. Cars should not be driven through camp during your stay except as absolutely necessary for your program.
4. Vehicles are not allowed in Village except to transport people with disabilities. You can set up one vehicle as a shuttle if people have a lot of gear.

6. CARE OF BUILDINGS

Food is not allowed in "outer camp" cabins as wildlife and rodents can be a serious problem. Store your food in your car, in a closed building, or in sturdy containers with tight lids.

Candles may be used around campfire rings and in outdoor clearings only, not inside buildings.

Incense, air fresheners and perfumes are never allowed indoors due to the fragrance sensitivities that some people have. Some groups bring fragrance-free soaps for everyone to use.

Beds are set up according to cabin capacity; the number of beds MAY NOT be altered without permission of camp staff.

In heated cabins, keep doors and windows closed to conserve heat when it is on. Keep heat set at low or moderate temperatures. Turn off lights when cabins are not in use. A **30" clearance** must be maintained around heaters at all times.

Waste cans are provided in restrooms for feminine hygiene products, paper towels, etc. Please do not flush those types of products down the toilets. Our septic lines cannot handle it.

Signs, posters, decorations, and displays should be put up in such a way that they do not harm walls, windows, or woodwork when removed. All pushpins, tacks and adhesive materials must be removed before checkout. Use boards where available.

Graffiti, marking on building surfaces, or defacing Camp Fire property will not be tolerated. Damages will be charged to your group.

Your clean-up responsibilities include:

- | | |
|--|--|
| Sweep all floors; mop up any messes. | Empty all inside trash cans into large outside cans. |
| Wipe off stove and counter tops, spills
in ovens, or inside of refrigerators. | Remove soap and other items from showers. |
| Wipe down tables and benches. | Turn off heat in all buildings. |
| Restock firewood metal racks. | Pick up litter around the grounds. |
| Collect all the items left behind by your group. | Close all windows and doors. |
| | Turn off all lights. |

You can keep your costs down by leaving camp clean. You will be charged for clean-up not completed.

7. FOOD SERVICE

Kitchen: We make every effort to meet or exceed health requirements. If you need to refrigerate something, household size refrigerators are in many program rooms throughout camp. The main kitchen generally closes by 8 or 8:30 p.m. and is off-limits to your participants. Please pre-arrange with the Food Service Manager anything special you might need such as storage of large quantities of food, etc.

Meal Times: The following times are observed unless you arrange in advance for different times:

- | | | |
|---------------|---------------------------------|--|
| Breakfast | 8:00 a.m. | |
| Brunch | 10:00 a.m. | Be sure to discuss any changes in meal times with us well in advance. |
| Lunch | 12:30 p.m. | |
| Dinner | 6:00 p.m. | |
| Evening Snack | Served up until about 8:30 p.m. | |

K.P.—Kitchen Party: Participants are responsible for setting and clearing their own tables. We call this “K.P.” Please have about one adult or youth per table to report to the dining room 15-30 minutes before each meal to set up. A comparable crew should be scheduled to clear tables. Please provide adult supervision for kids assigned to this chore.

Coffee and Tea: The coffee bar is available 24/7 for groups that have arranged for it. Generally, the kitchen staff will be responsible for making the coffee, insuring that supplies are available, and for cleaning the coffee maker. There is a wonderful assortment of teas, coffee, cocoa and things to add to them!

8. KITCHENETTES AND YOUR OWN FOOD SERVICE

Wrangler's "Parsons Lodge" is the *only* full kitchen with cooking/serving equipment available for rent. Several of the program rooms have kitchenettes for *snacks*. You'll need to bring *all* your own food, utensils, dish towels, etc. for these spaces. Most of these kitchenettes have a refrigerator, sink, and electric stove. Here are some guidelines to help you run a safe and sanitary operation:

1. **Equipment:** If you are using the Wrangler kitchen, please have your cooks check our equipment so they can supplement with the other things they will want and need.
2. **Food and Chemical Storage:** Store food off of the floor so that rodents and insects cannot get to it. Store all chemicals separate from food (at least "below" it on shelves; preferably in an entirely separate area) and in clearly labeled containers. This includes fuel for camping stoves, BBQ lighter fluid, cleaning chemicals, craft supplies, paint, bug repellent, bee/insect killer, etc.
3. **Food Handler's Permits:** At least one key person overseeing the food preparation, serving and clean-up should have a current Food Handler's Permit. Preferably, all your kitchen people should.
4. **Garbage:** Cans with food waste must be lined with leak-proof bags and covered when not in use. The host will assist you with keeping trash hauled away from the large outside cans, as this greatly helps our "Battle with the Local Critters."
5. **Refrigerators:** Use the thermometer located inside the refrigerator to monitor the temperature daily and notify the host immediately if the temperature of any refrigerator storing perishables rises above 40 degrees F. Please record the temperatures on the chart located on the front or side of the refrigerator.
6. **General Kitchen Cleanliness:** Keep counters, shelves, floors, tables, utensils, stoves and any food prep surface clean and sanitary by constantly using a "sanitizer solution" of 1 tsp bleach per gallon of cool water. Keep your dish cloths and "bar rags" immersed in a clean sanitizer solution; use them often to wipe surfaces! No sponges (they retain bacteria); use cloth rags. Sanitize all food preparation surfaces, serving counters and dining tables before and after each use.
7. **At the End of Each Day:** Clean up crumbs, sweep and mop the floor, take out the trash, and put everything away.
8. **Dishwashing:** You should use the 3-bin manual system of wash (min. 100 degrees F), rinse (clear hot water), sanitize with diluted bleach water (1 capful bleach per gallon of cool water). Air-dry everything; do not use dish-towels for drying.
9. **Mechanical Dishwasher:** Wash water for the mechanical dishwasher must be at least 100 degrees F, and rinse water must be at least 180 degrees F, which must be verified by daily written documentation while in use
10. **Hand Washing and Hygiene of Your Kitchen Crew:** Insist on frequent hand washing and clean clothes for your crew. They should not eat or smoke in the kitchen. Their beverages must be in containers with a lid (such as a water bottle or covered coffee cup with a straw).
11. **Handling Food:** Use a barrier between your hands (such as vinyl/plastic gloves or tongs/serving spatulas) and food that will not be cooked or reheated before eating.
12. **Food "Holding" Temperature:** Heat foods rapidly and cool them rapidly, per Health Department standards. Do not "hold" potentially hazardous foods above 40 degrees nor below 140 degrees F except for the short time it takes to serve everyone. Shoot for food sitting out for one hour max.
13. **Dish Drying and Storage:** Air-dry everything and store things so they are protected from dust and contamination, little children's hands, etc.

14. **Potentially Hazardous Foods:** Your head cook should know this, but many foods that you would not suspect are potentially hazardous including fruits and vegetables. Eggs, mayonnaise, meat and poultry, melons, sprouts, dairy, cheese, and salad dressings are the worst culprits. LEARN and USE PROFESSIONAL STANDARDS to assure that no one gets food poisoning!
15. **Kosher Cooking:** Sealth's kitchens do not easily lend themselves to orthodox Kosher cooking, but the stainless steel surfaces, grills and ovens have been and can be Koshered again. Let us know well in advance if you wish to Kosher a kitchen.
16. **Smoking:** Prohibited in all food service and preparation areas

9. POLICIES, SITE CONSIDERATIONS, RISKS and SAFETY

1. **Beach/Waterfront:** Adults must supervise children when on the beach or near the water. All docks are off-limits. Swimming, wading, and use of waterfront equipment is not allowed except through separate contractual arrangements and then must be used according to American Camping Association and Camp Sealth regulations and policies. An appropriate and qualified activity leader supplied by Camp Sealth is required for each waterfront activity. A certified lifeguard is required for swimming, boating and activities on the floating docks. Lifejackets (PFDs) must be worn by all during boating activities, and a First Aid/age appropriate CPR certified person must be present. We will provide you with detailed procedures and safety rules prior to your stay.
2. **Camp Activity Areas:** Activity areas including the archery ranges, arts & crafts supplies, challenge course and bouldering wall are off limits to retreat group participants unless camp staff are present to facilitate the activity. Staff will be provided if the activity is written in the contract or requested at least one month prior to your event.
3. **Campfires:** Fires are allowed only when the Vashon Island Fire Department deems the fire danger is sufficiently low to allow outdoor burning AND only in established fire rings or fireplaces.

Established outdoor fire areas are located in the Milky Way, Misty Mountain, Blueberry Hill Plateau, Wrangler, in the Orchard program shelters, at Green Circle and Sylvan amphitheaters, and on the beach in front of Crows Nest cabin in Village and Shutanka in main camp. Do not make beach fires against large logs, the bulkhead or docks, nor on the beach except in the two designated spots (Village and by Shutanka).

Users shall provide a person equipped with a bucket of water, a shovel, and (where available) a connected garden hose (which you can obtain from the Host) to tend the fire at all times. Fires must be "dead out" and drowned with water before leaving them for any reason.

4. **Slumber Parties:** Slumber parties are discouraged in buildings for fire safety reasons. You may make arrangements in advance to use Misty Mountain Lodge, WoHeLo, Galaxy, Lower Shutanka, PW Lodge, Lower Holiday and Parsons Lodge. Sleeping in Rounds Hall is prohibited except in severe weather as determined by camp staff.
5. **Bulkhead/Sea Wall:** A rockery bulkhead (or sea wall) separates the beach from the main camp area. User groups are required to keep participants from walking or climbing on the bulkhead or jumping off it in order to prevent accidents. Rock steps provide access to the beach in several locations.
6. **Trails:** Some trail segments are in good condition, others remain steep and slick, especially when wet. Be watchful of old trail construction (boards, metal rebar, etc.) and roots which may be protruding in some areas. Children should be well supervised while hiking on trails. Groups are urged to carry a first-aid kit and to hike single file, with an adult at the front and at the back of the group. Participants should walk, not run, while on trails. Trail maps (also topographic maps) are available at camp.
7. **Bluff:** Some nearly vertical bluffs are located just south of main camp, along the beach. Stay away from the base of the bluffs. Trees, rocks, and chunks of earth can unexpectedly fall down to the beach.

8. **Trees and Flagpoles:** There are many trees located in the Orchard area and around camp. For safety reasons, participants will not climb the trees and flagpoles.
9. **Woodpiles:** Woodpiles are found in many locations around camp. By their nature, firewood piles are unstable and dangerous. Please do not climb on them.
10. **Vehicles:** Transportation of people in vehicles not designed for passengers is prohibited (e.g. in the back of trucks). Vehicles shall be parked in designated lots. Speed limit in main camp is 5 mph and 10-15 mph on the road above the Milky Way unit. Occupants must wear seatbelts.
11. **Septic Vault:** The septic vault is located near the main flagpole area. Do not climb on or around the green cover.
12. **Flammables and Camping Stoves:** Gasoline and other flammable liquids, explosives, and poisonous materials are not allowed at Camp Sealth except fuel for camping stoves and lanterns. *Washington State Ferries also limit or prohibit transport of these items to a max of 12 gallons in containers of not more than 6 gallons each.* If you need any of these items for your event, please contact us so we can help you with proper storage and other safety issues.
13. **Alcohol, Drugs, Firearms, and Weapons:** Camp Sealth does not allow alcohol, drugs (this includes marijuana), firearms, or weapons of any kind at camp. Possession or use of guns (loaded or not, operable or not, "real" or not), and other weapons and objects capable of causing bodily harm are not allowed. Law enforcement officers who carry a weapon should identify themselves to the Host.
14. **Smoking:** Arrangements can be made for smoking in selected outdoor areas that are deemed fire safe and appropriate by the camp staff. Smokers are required to use ash trays and dispose of ashes and butts in garbage cans after they are cold; do not drop butts on the ground or beach. Smoking is prohibited in all buildings, near entrances to buildings and on trails. Smoking is highly discouraged around children and nonsmokers.
15. **Animals:** Users may not bring pets or animals of any kind to camp except guide dogs accompanying a person with a disability who needs the animal. Kennels are available on Vashon Island. Please leave puppies-in-training and guide-dogs-in-training at home if at all possible.
16. **Clothing and Footwear:** It is recommended that footwear appropriate for trails and gravel roads be worn at all times. Even the beach is rocky in most places and necessitates shoes or sandals. Shoes MUST be worn in the dining halls. No public nudity is allowed. We recommend that each person bring:
 - sleeping bag or other warm bedding and pillow
 - flashlight
 - toiletries and towel
 - warm jacket
 - rain gear or an umbrella
17. **Personal Sports Equipment:** Participants may use personal sports equipment at their own risk with approval of your Host.
18. **Buildings and Water Tanks:** Climbing on or rappelling from roofs, building rafters or supports, water tanks, etc. is prohibited.

10. SUPERVISION OF MINORS

Retreat groups are advised to provide qualified adult supervision (chaperones) for youth and cognitively disabled adults. Chaperones are responsible for maintaining behavior and safety of the youth in your group. If Camp Sealth is providing activity leadership, chaperones must accompany youth and continue to be responsible for behavior and safety. Chaperones are welcome to join in activities as long as they can still supervise the kids.

Chaperones should be at least 18 years of age, and at least two years older than the minors for whom they are responsible. In addition, we advise that you conduct a criminal background check as well as a check of the National Sex Offender Public Website for all adults who will be working with youth.

The following supervision ratios are recommended for youth during your event:

Youth Age	# Adults	For Overnight Events	For Day-Only Events
4 – 5 years old	1 for every	5 youth	6 youth
6 – 8 years old	1 for every	6 youth	8 youth
9 – 14 years old	1 for every	8 youth	10 youth
15 – 17 years old	1 for every	10 youth	12 youth

Here at Camp Sealth – we also highly recommend to all user groups that staff and chaperones should have been advised or have training to minimize the potential for one-on-one camper/chaperone interactions, especially out of the sight of others. Including:

- Restroom and shower protocols
- The health care setting
- Special needs campers needing personal care assistance
- Desire/need for staff 1:1 conversations
- Program Design

It is considered good practice to have two adults specifically with a group of campers whenever possible, especially for activities outside of main camp (archery, challenge course, hikes, etc.) or during showering/changing time. We also highly recommend that adults are present to supervise youth at night in their cabins.

12. EMERGENCY PROCEDURES

POWER OUTAGE

Please let our staff know if the power goes out. We will call the power company and will help you decide on the best procedure. Power failures are common but usually short (a few hours) and will not necessarily cause cancellation of your event.

FIRE

1. Safety of participants is our top priority.
2. Call 9-1-1 immediately. Tell them you have a fire emergency on Vashon Island. Inform our staff immediately so we can arrange for someone to direct trucks and fire fighters to the appropriate place in camp. The fire department will respond quickly.
3. Sound the fire siren which is located in Shutanka on the wall near the phone. Sound the alarm for ONE FULL MINUTE OR MORE.
4. Send runners to alert Village, Wrangler, groups on trails away from main camp, etc. Send a car honking its horn continuously up the camp road to alert people in the woods.
5. Upon hearing the fire siren, people should assemble at the flagpole/beach area and/or the waterfront area. Assign someone to check-in participants at those areas. At Wrangler, all participants should assemble at the large parking area by the riding arenas and await further instructions. EVERYONE MUST BE ACCOUNTED FOR.
6. Small fires can be put out with fire extinguishers or garden or fire hoses. Fire extinguishers and hoses are distributed throughout camp buildings.
7. All fires outside of fire rings and fireplaces, even small ones that appear to have been extinguished, MUST be brought to the attention of the Camp Sealth staff immediately.
8. Our staff will sound an “all-clear” signal when it is safe for participants to resume their activities.

LOST, MISSING, OR RUN-AWAY PERSON

1. Interview the person who is reporting the missing individual. Ask for details of why they believe the person is missing. It might give a clue as to where he/she might be.

2. Search the immediate area systematically by checking obvious places first—restrooms, program areas, cabins, beach, etc. Inquire of other groups (in a calm manner) if they have seen the person.
3. If the person is still missing, interview others in the group, or friends, to determine when the missing person was seen last, his/her attitude/state of mind, etc. for clues as to his/her whereabouts.
4. At this point, contact our camp staff so we can help you conduct an organized systematic search. If the person is not located, the King County Police can be contacted to widen the search area.

INTRUDER

1. If the intruder is violent or posing a threat, remove your participants from the area. Then call 9-1-1 and state you are on Vashon Island. Give your information to the dispatcher.
2. If you are comfortable, politely ask people who are not guests of Camp Sealth to check-in at the office in Shutanka
3. Notify your host immediately.

EARTHQUAKE

1. Avoid injury from falling objects. If you are indoors, stay indoors. Sit under tables or beds when possible, and away from windows.
2. If you are outside, stay outside. Stay away from buildings, trees, power lines, and other objects that may fall. Do not try to enter a building.
3. Immediately after a major earthquake, have everyone head UP HILL to higher ground: the Blueberry Plateau, Sylvan Theater, etc. Do NOT sound the fire siren, as this is a signal to gather at the flagpole. Be prepared to offer first aid and call 9-1-1 if necessary. Remember that in the event of a severe quake, fire and medical aid may not get to camp promptly; perhaps not for many hours or days.
4. Camp Sealth staff or Power Company will assess buildings and utilities. They will inform you if it is safe to reenter buildings.

LIGHTNING

1. Waterfront activities are stopped.
2. The safest place is inside buildings.
3. If someone is struck by lightning, give first aid and call 911.

LANDSLIDE

1. Report the slide to our staff immediately.
2. If large or dangerous, sound the fire siren to expedite accounting for everyone in camp.
3. If you are located in the landslide area, proceed away from the area along the safest trail. Do not, unless absolutely necessary, leave a trail. If you determine that the area surrounding your group is unsafe for travel, choose the most secure ground and wait to be found.
4. Account for all people in camp. Notify our staff immediately.

HIGH WINDS

During windy weather, trees, limbs, and/or branches may come down. In moderate winds, the woods can be dangerous. If there is a severe wind, move people from cabins into Rounds Hall (dining room). Have them bring sleeping bags and flashlights if it is night time and severe conditions persist. Your host will provide you with more details about safe places during a windstorm.

VOLCANIC ERUPTION

If the air becomes excessively dusty, dirty or has ash, the camp staff will provide dust masks. You will also be asked to stay indoors with windows and doors closed until we are advised by local emergency services of the best strategy for our situation.

DROWNING

1. Note the location of the victim. Have someone keep a constant eye on that spot.
2. Someone else call 911 immediately.

3. Send a qualified person in a rescue boat with lifejackets to assist a victim out on the water.
4. Have a qualified person use a reach pole or rescue tube to assist someone near the docks.
5. If you can reach the victim, get him/her into a boat, onto the docks or shore as soon as possible.
6. Begin CPR if needed
7. If the victim is underwater in an unknown location, assemble all good swimmers for a systematic search under the guidance of a lifeguard or someone with underwater search training. Call 911 for assistance.

IF YOU HEAR GUN SHOTS

Notify the Host immediately if you hear gunshots. Only rarely do hunting and sport target shooting occur on nearby property. If the shooting is close, immediately bring all your participants to the nearest building.

ACCIDENT OR ILLNESS

1. The ill/injured individual(s) should be attended to by your First Aid Monitor.
2. Depending on the severity of the illness or accident, you may opt to call 9-1-1 for medical aid (paramedics or firefighters with advanced first aid skills).
Another option is to take the injured or ill person(s) to the Vashon Health Center or a Tacoma or Seattle hospital; phone numbers are listed on the back page.
3. When emergency services are called, inform our staff immediately so we can help direct incoming aid cars to the appropriate part of camp.
4. Inform us of ALL accidents or illnesses prior to your departure. Report any major incidents in writing.

OTHER EMERGENCIES

Rounds Hall is a good gathering place and fairly safe. Our staff will generally take over coordinating the response to major emergencies. We have good procedures established for most problems and it is *our job* to help you. We have also found the Vashon Fire and Police Departments to be very responsive and helpful.

13. HEALTH CARE AND FIRST AID

User groups are responsible for providing:

- A first aid kit with appropriate supplies for your participants
- One or more designated health care provider at camp at all times, with current First Aid and CPR certification.
- Transportation for non life-threatening emergencies. EMS is available on Vashon Island for emergency care and transportation.

A health care provider should be a physician, nurse, or other adult who has a current First Aid and CPR certification. Assure that your participants know who this person is and how to find them at camp. This person should familiarize him/herself with local medical aid and clinic contact procedures prior to the event. User groups are also responsible for providing their own transportation for any and all emergencies including trips to the local clinic.

To prevent accidents and the spread of infectious diseases, user groups are encouraged to require hand washing before meals, keep restrooms clean during their stay, and generally monitor their overall operation with health and safety in mind. Camp Sealth staff can help you establish appropriate procedures to curb health and safety problems.

We follow Camp Fire policies and American Camping Association (ACA) standards for accredited camps, as well as observe numerous applicable state and local government regulations. We will gladly provide you with a copy of the ACA standards and assistance in applying them, upon request.

Camp Fire event organizers: You MUST make every effort to contact a child's parents before making medical decisions, and contact the Sealth Host and/or Director of Camping for assistance with follow-up, reporting, etc.

We strongly encourage you to have the following information with you at camp for all of your participants:

1. Name
2. Address
3. Emergency contact persons and their phone numbers
4. Basic health information including allergies and reactions, health conditions requiring care/treatment, restrictions to activities or accommodations needed while the person is at camp
5. Name and phone number of individual's physician
6. For minors without a parent on site:
 - a. Birthdate
 - b. Parent names and phone numbers (including where/how to reach them during your camp)
 - c. Permission to seek emergency medical treatment (or signed religious waivers)

14. EMERGENCY PHONE NUMBERS

POLICE / FIRE / MEDICAL AID / SEARCH & RESCUE 9-1-1

Tell the 911 dispatcher you have an emergency on Vashon Island. Be prepared to give basic information about the situation including any victims (name, age, condition, symptoms, etc.) and the Camp Sealth name and address: 14500 SW Camp Sealth Rd., Vashon Island.

After calling 911, immediately notify the camp Host who will help direct emergency vehicles to the appropriate part of camp, and help you manage the situation.

Camp Sealth makes general arrangements with the local Fire Department for emergency services, including medical aid, at camp. Response time is usually 10-15 minutes. The Host can acquaint you with the details of the services available from "911".

MEDICAL CARE and INFORMATION

Vashon Health Center - Day & Night 206-463-3671

Tacoma General Hospital (closest to south end ferry dock)

315 South "K" St. 253-594-1050

St. Joseph's Hospital

1718 South "I" St., Tacoma 253-627-4101

Harborview Medical Center (closest major trauma center)

325 9th Ave., Seattle 206-731-3000

Washington Poison Center: 1-800-222-1222 (information about poisons and reporting of problems)

Medical advice for an adult: Call the person's own physician or family

Medical advice for a child: Call the child's parent and/or own physician first. If they cannot be reached, call the Consulting Nurse at Children's Hospital in Seattle: 1-877-526-2500

Child Protective Services: 1-800-562-5624 (state-wide information and reporting of abuse)

Crisis Clinic: 206-461-3222

AAA (Automobile Association of America) 1 800-222-4357

Emergency road service, towing, etc for stranded vehicles. AAA is a membership organization.

The camp staff cannot be responsible for repairing your vehicle.

BOATING INCIDENTS

Coast Guard Search & Rescue 206-442-7070

Vessel Assist of America 800-367-8222

CAMP FIRE CENTRAL PUGET SOUND

Camp Sealth cell phone: 206 612 5179 (carried 24/7 by person on-duty or the camp director)

Executive Director, Rick Taylor Office: 206-463-3174, ext. 22

Council Headquarters, Seattle 206-461-8550 (open Monday – Friday, 8 a.m. – 5 p.m.)

CAMP SEALTH is owned and operated by

Camp Fire Central Puget Sound

2414 SW Andover St. Ste. D-105 Seattle, WA 98106

Toll-free in Washington: 1 800 451 2267

206 461 8550

TDD/TTY 1 800 833 6388 TeleBraille 1 800 833 6385

Camp Fire programs are available to all people without regard to race, gender, creed, national origin, sexual orientation, economic status, or mental or physical disabilities.

Accommodations for persons with disabilities will be provided on request whenever possible.

Call us in advance to make arrangements.