

2011

**Operational Guidelines
For Renting Camps**

Table of Contents

General Requirements	3
General Supervision	4
Ratio of Counselors to Campers.....	4
Camp Director/Program Manager.....	4
Supervision of Specialized Activities	4
Camp Policy & Practice Notes	5
Prior to Camp:.....	5
Registration Day:.....	5
First Two Days of Camp:.....	5
Close of Camp Week:	5
MSDH Transportation Guidelines	6
Responsibility for Children Being Transported.....	6
Responsibilities in Transit	6
Responsibility for Drivers and Vehicles	6
Director's Close of Camp Checklist	8
RULES FOR KITCHEN WORKERS	11
Dishwashing Procedure.....	12
Hand Washing Procedure.....	13
Dealing with Emergencies	15
General:.....	15
Fire:.....	15
Weather:	15
Lightning.....	15
Tornado or High Winds	16
Flash Flood	16
Evacuation of Campus:.....	16
Missing/Lost Camper:.....	17
Injuries (Injury Reports):.....	17
Illness:	17
Medications (Dispensing of Medication Forms):.....	17
Forms Handouts and Posters	
Medical Information	19
POOL RULES.....	20
WATER SLIDE RULES	20
Dorm Expectations.....	21
Emergency Signals.....	22
Emergency Contact Numbers	23
DISPENSING OF MEDICATION FORM.....	24
Pre-Camp Health Screening Report.....	25
Injury, Medical Attention, and Medicine Dispensing Report	26
Injury, Medical Attention, and Medicine Dispensing Reference Log.....	27
Staff Roll	28
Camper Roll - Boys.....	29
Camper Roll - Girls.....	30
Camp –Checkout/In Log	31
Camp – Visitor Log	32

General Requirements

Adapted from Regulations Governing Licensure of Youth Camps [Mississippi State Department of Health]

1. No person shall establish, promote, conduct, advertise, or maintain a youth camp without a license or permit issued by the Department. [Morganwood Camp Operators will maintain this license.]
2. A youth camp, as defined in these regulations, shall advertise and operate only as the type of camp for which it has been licensed.
3. Services for campers with special needs shall not be advertised unless the camp has suitable facilities and staff members qualified to offer such specific services. [Each renting group is responsible to see if Morganwood facilities meet their needs].
4. The Department may at any time evaluate the conditions of a youth camp. Duly authorized representatives of the Department shall have the right of entry and access to any such camps at any reasonable time. Said representative shall notify the person in charge immediately upon arrival and present proper credentials.
5. The maximum capacity for the Morganwood Camp facility is 100 people as licensed by the MSDH.
6. In camps where the camp director is unable to be present during the hours of operation or is unable to assume full responsibility for the operation and staff of the camp, there shall be an assistant director on the premises who shall be responsible for insuring that all requirements are met during all hours of operation under his jurisdiction.
7. The camp operator (licensee) is responsible for notifying the licensing agency when camps will be conducted by a permitted program manager and the name of said manager.
8. All injuries (no matter how minor) are to be reported on the injury report.
9. Camper and Personnel Records shall be kept on file and available in light of emergency or state inspection.
10. **Health Staff**
 - A. There shall be an adult with the youth camp at all times who is charged with health supervision. Said adult may be a licensed physician, licensed physician's assistant, a registered nurse, licensed practical nurse, a camp health director who has been certified by a national professional camping association, national agency, or an individual who has completed at least the Standard First Aid and Personal Safety Course as prescribed by the American National Red Cross or its equivalent.
 - B. There shall be a current written agreement or exchange of letters with a nearby hospital regarding procedures for admitting campers and providing for financial arrangements.

General Supervision

Ratio of Counselors to Campers

Residential and Groups Camps shall have one counselor to 10 campers. Individuals who are at least 16 years of age may be used as adjuncts to the counselor staff. However, these individuals shall not be included in meeting the specified counselor to camper ratio requirements.

Camps including special needs campers shall have counselors to the special needs campers at a ratio of 1:5.

Camp Director/Program Manager

1. Each Residential Camp shall have a camp director or permitted program manager on the premises who shall:
 - A. Be at least 25 years of age and
 - B. Have successfully completed a documented course in camping administration such as those offered by professional camping associations, national agencies or their equivalent as determined by the Youth Camp Safety Advisory Council or
 - C. Have had at least two years previous documented experience as part of the administrative staff of a youth camp.

2. In addition to the above, the camp director for special needs campers shall have educational background or experience appropriate to the groups being served.

Supervision of Specialized Activities

When campers participate in specialized activities such as, but not limited to, sport, the counselors supervising the activity shall possess evidence of appropriate training and experience in their program specialties. When applicable, camp operators shall assure any special training necessary for camp personnel to protect the health and safety of special needs campers.

1. Aquatics Activities

Activities associated with swimming shall be directed by individuals currently certified as having passed American National Red Cross Lifeguard Training, Boy Scouts of America Lifeguard Training, Y.M.C.A. Lifeguard Training or the equivalent, as determined by the Advisory Council on Youth Camp Safety. The aquatics director shall be at least 18 years of age.

2. Swimming Activity Supervision

- A. There shall be a minimum ratio of one counselor with at least a current Lifeguard Certificate as issued by the American National Red Cross, Boy Scouts of America, Y.M.C.A. or its equivalent* per 25 campers in the water. There shall be a minimum of one to 10 total staff to camper ratio maintained at all times.
- B. Rules for the pool & water slide are to be adhered to by everyone at camp including camp personnel (See Pool Rules & Water Slide Rules Poster)
- C. Staff shall verify that all campers are out of the pool and gate locked before supervision leaves the pool.

Camp Policy & Practice Notes

Prior to Camp:

1. In preparing for camp, the Camp director should be advised that the MSDH requires a ratio of 1 counselor (adult supervising staff member) for every 10 campers.
2. Due to regulations set forth by the Mississippi State Department of Health, a record of all camp staff including at least: name, address, age, training, education, experience and other qualifications, and the names and telephone numbers of persons to be notified in the event of an emergency.
3. There shall be a current written agreement or exchange of letters with a nearby hospital regarding procedures for admitting campers and providing for financial arrangements.
4. All camps are to conduct an orientation period to acquaint all staff and personnel with the health safety and welfare programs of the camp. This must be documented in the personnel records as prescribed by the MSDH.

Registration Day:

1. Due to regulations set forth by the MSDH, all camper records shall be put on file and made readily available to health authorized personnel and shall include the following: name, address, parent/guardian telephone numbers, designated adult emergency contacts, health history considerations for which camp personnel should be prepared, and parent/guardian authorization for emergency care.
2. If available, retrieve campers' insurance information. Injuries that require medical attention are to be covered by the individual's medical insurance.
3. ALL medications are to be in their original pharmacy containers bearing the prescription number, date filled, physician's name, directions for use, and the patient's name. All medications will be collected at registration and locked-up in the First Aid office. A form indicating the dispensing of the medication is to be kept and the form signed by parent or guardian when the medication is given back to them. A key to medical supplies and prescription drugs is to be on the person of the camp director and FSA (First Aid Supervisor)
4. Bunk Numbers shall be recorded on the camper's application and filed for quick access by the Camp Director and First Aid Supervisor.
5. A camper and staff roll shall be prepared by the First Aid Supervisor upon receiving camper applications following registration.

First Two Days of Camp:

1. A fire drill shall be held within 24 hours of the beginning of the camp week.
2. Every camper shall receive a documented health screening not later than 48 hours after arrival at camp as prescribed by the MSDH.

Close of Camp Week:

The Camp Director is to be responsible to have all facilities left clean and orderly with all sports equipment stored, garbage cans emptied all loose cloths and towels removed from dorms. (See Director's Close of Camp Checklist)

MSDH Transportation Guidelines

Regulations Governing Licensure of Youth Camps Office of Health Protection Child Care Facilities Licensure

Responsibility for Children Being Transported

1. When a camp provides transportation for a camper, it shall provide adult supervision between the pickup site, camp and delivery site.
2. A maximum of 10 hours travel time in any 24-hour period shall be permitted.

Responsibilities in Transit

1. When two or more vehicles are traveling to the same distant point, there shall be a prearranged method of communication with each other.
2. Only that number of children or adults for whom there is seating space shall be transported in a vehicle. Adequate space for luggage and other equipment shall also be provided.
3. The gross weight of vehicles (GVW) when loaded with passengers, gear and trailer-tongue weight should not exceed the manufacturer's GVW regardless of whether or not the number of passengers is within the specified number of seats.
4. Standing while in transit and projection of head or limbs outside the vehicle is prohibited.
5. **In addition to the driver**, there shall be at all times at least one adult or counselor in a vehicle on a public thoroughfare when 9 or more campers are being transported where the driver and the campers are not physically separated. When physically separated, an adult or counselor must ride in the compartment with the campers.
6. Speed limits shall be posted on the campgrounds and observed by all vehicle operators.
7. In all vehicles used, seats or benches must be securely fastened to the floor. Open-body or stake-bed vehicles shall not be permitted for transportation of passengers outside the confines of the campgrounds.
8. Persons shall not be permitted to sit in the front seat unless each such individual is secured with a seat belt.
9. For specialized trips from camp, each camper shall have evidence of previous experience and ability with each method of transportation to be used such as horseback riding, backpacking and canoeing.

Responsibility for Drivers and Vehicles

1. All drivers and vehicles shall be in compliance with applicable regulations of the Mississippi Highway Safety Patrol and ordinances of the municipality in which the vehicle is operated. Drivers operating vehicles designed for 16 or more persons must have a commercial license in accordance with Sections 63-173 through 63-190 of the Mississippi Code, 1972, revised 1989.
2. The driver of a camp vehicle shall be at least 18, shall have at least 1 year's experience as a licensed driver, and shall possess the required license.
3. All camp vehicles shall be maintained in safe operating condition and be equipped with a first-aid kit.
4. A current state inspection sticker shall be exhibited on vehicles transporting campers.
5. All vehicles transporting campers off site shall be equipped with a first-aid kit, fire extinguisher, flares, and reflectors and must meet current seat belt requirements.

MSDH Transportation Guidelines *(Cont.)*

Responsibility for Drivers and Vehicles *(Cont.)*

6. Campers shall not be allowed to repair, or assist in the repair, of any vehicles where dangers are involved either by the process of repair or from the environment in which the repair is to be conducted.
7. Trailers whose loaded weight when added to the GVW of the towing vehicle exceed the normal braking ability of that vehicle, shall be equipped with auxiliary brakes.
8. Trailers shall be designed and equipped to prevent sway or other influence(s) that significantly affect the control of the towing vehicle.
9. The GVW of towed trailers shall exceed by at least 10 percent the load being carried.
10. Annual inspection schedules for trailer under-pinnings, brakes and hitches shall be documented and maintained.

Director's Close of Camp Checklist

Before Your Group Leaves the Camp Verify the Following

- Chairs stacked along walls.
- Tables stacked along walls.
- ALL** facilities swept, mopped, or vacuumed
- All garbage cans emptied washed with new bags inserted.
- All grounds policed for bottles, wrappers, garments etc.
- All filters on air conditioners replaced.
- All sports equipment secured and stored in proper place.
- Medicine returned to campers and signed for.
- All decision cards and records filed in file cabinet.
- List of repairs needed or items that need replacing.
- Turn in all keys.
- Last person to leave locks and secures all facilities.

Kitchen Guidelines

RULES FOR KITCHEN WORKERS

1. Use gloves when preparing and serving.
2. Do not use kitchen sink to wash hands- use restroom sink.
3. When washing hands, follow the dishwashing procedures prescribed by the MSDH
4. When washing dishes, follow the dishwashing procedures prescribed by the MSDH
5. Wipe off counters before you begin.
6. If you get something out - when finished with it PUT IT UP.
7. After evening meal, sweep and mop.
8. Check steam table - clean it if needed.
9. At end of day put towels and aprons in washer.
10. NO one other than Meal Preparation Staff is allowed in the kitchen.
11. BE HAPPY - HAVE FUN

Dishwashing Procedure

As Prescribed by the Mississippi State Department of Health

The best way to wash, rinse, and disinfect dishes and eating utensils is to use a dishwasher with a sanitizing cycle. If a dishwasher is not available or cannot be installed, a three-compartment sink will be needed to wash, rinse, and disinfect dishes. A two-compartment or one-compartment sink can be used in child care facilities (located in an occupied residence) licensed for 12 or fewer children by adding one or two dishpans, as needed. In addition to three compartments or dishpans, you will need a dish rack with a drain board to allow dishes and utensils to air dry. To wash, rinse, and disinfect dishes by hand:

1. Fill one sink compartment or dishpan with hot tap water and a dishwashing detergent.
2. Fill the second compartment or dishpan with hot tap water.
3. Fill the third compartment or dishpan with hot tap water and 1-1/2 tablespoons of liquid chlorine bleach for each gallon of water.
4. Scrape dishes and utensils and dispose of excess food.
5. Immerse scraped dish or utensil in first sink compartment or dishpan and wash thoroughly.
6. Rinse dish or utensil in second dishpan of clear water.
7. Immerse dish or utensil in third dishpan of chlorinated water for at least 1 minute.
8. Place dish or utensil in a rack to air dry.

Note: Food preparation and dishwashing sinks should only be used for these activities and should never be used for routine hand washing or diaper changing activities.

APPENDIX E-1

Source: The ABCs of Safe and Healthy Child Care: A Handbook for Child Care Providers, Department of Health and Human Services, U.S. Public Health Service, Centers for Disease Control and Prevention.

Hand Washing Procedure

As Prescribed by the Mississippi State Department of Health

1. Always use warm, running water and a mild, preferably liquid, soap. Antibacterial soaps may be used, but are not required. Pre-moistened cleansing towelettes do not effectively clean hands and do not take the place of hand washing.
2. Wet the hands and apply a small amount (dime to quarter size) of liquid soap to hands.
3. Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds. Be sure to scrub between fingers, under fingernails, and around the tips and palms of the hands.
4. Rinse hands under warm running water. Leave the water running while drying hands.
5. Dry hands with a clean, disposable (or single use) towel, being careful to avoid touch the faucet handles or towel holder with clean hands.
6. Turn the faucet off using the towel as a barrier between your hands and the faucet handle.
7. Discard the used towel in a trash can lined with a fluid-resistant (plastic) bag. Trash cans with foot-pedal operated lids are preferable.
8. Consider using hand lotion to prevent chapping of hands. If using lotions, use liquids or tubes that can be squirted so that the hands do not have direct contact with container spout. Direct contact with the spout could contaminate the lotion inside the container.
9. When assisting a child in hand washing, either hold the child (if an infant) or have the child stand on a safety step at a height at which the child's hands can hang freely under the running water. Assist the child in performing all of the above steps and then wash your own hands.

APPENDIX F-1

Source: The ABCs of Safe and Healthy Child Care: A Handbook for Child Care Providers, Department of Health and Human Services, U.S. Public Health Service, Centers for Disease Control and Prevention.

Dealing with Emergencies

Dealing with Emergencies

General:

If advised by local authorities to seek shelter or evacuate an area, do so immediately.

If there is a natural disaster or other catastrophic event:

1. Immediately notify any needed emergency authorities.
2. Begin First Aid treatments if necessary.
3. Assemble all uninjured campers and staff at a safe location.
4. Notify the Camp Administrator.
5. If practical, rope off or barricade any dangerous areas.

Fire:

Local volunteer fire department phone numbers are to be posted near the phone (presently located in the kitchen). Prior to camp, Camp Administrators shall contact the fire department and make them aware of the camp dates, number of people present during each individual week of camp. In case of fire, or any emergency, this number will be called to report this emergency.

In case of a fire there will be **two short blast followed by one long blast** from an air horn. At that time all campers and staff will assemble at the point where horn is blown – preferably in area adjacent to entrance of swimming pool area.

1. If a fire is spotted beyond fire-extinguisher control, immediately sound fire alert (**two short blasts followed by a long blast** with the air horn), and head to the assembly point.
2. When at the assembly point, continue to sound the fire alert as a guide to the assembly point. Staff members are to assist in directing campers to the assembly point in a calm manner.
3. Notify emergency authorities.
4. Check staff/camper roll as soon as practical.

If campers are at an off-site facility, such as the bowling alley, calmly direct campers to a safe location outside the facility at the sound of site fire alarm and check staff/camper roll as soon as practical.

Weather:

Weather radios are located in the cook's quarters and kitchen. They shall remain on and fresh batteries installed at all times. Flashlights or battery powered lanterns are to be maintained and stored in a central location with signage identifying their presence.

Lightning

When outside

1. At the sight of lightning while swimming, at the water slide, or performing other outdoor activities, discontinue activities, get out of the water immediately, and move to a safe shelter away from the water.
2. Check weather report and weather radio.
3. If it becomes clear that thunderstorms are in the vicinity, direct campers to safe shelter immediately.

When inside

1. Avoid using the land-line telephones (except for emergencies) or other electrical appliances.
2. Do not take a bath or shower.

Dealing with Emergencies (cont.)

Tornado or High Winds

On Campus

Upon notification of tornado warning:

1. Give the severe weather signal (**four consecutive blasts** with air horn)
2. Direct campers to the bathroom facilities in either the boys' or girls' dorm (whichever is nearest) where there are brick walls and no windows. Staff members are to assist in directing campers in a calm manner. For younger children, counselors are encouraged to form a chain of hands or employee the hand on rope method to keep campers together.
3. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge. Have campers crouch down against the floor and cover the back of their heads and neck with their hands.
4. Check staff/camper roll as soon as practical.
5. Wait for "All Clear" notification before exiting the safe area.

Off Campus

Upon prediction of **possible** severe weather, the director is encouraged to return to campus if possible. Upon notification of tornado warning:

1. Give the severe weather signal (**four consecutive blasts** with air horn).
2. Direct campers to a basement (if available) or to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge. Have campers crouch down against the floor and cover the back of their heads and neck with their hands.
3. If no suitable structure is nearby, instruct campers to lie flat in the nearest ditch or depression and use their hands to cover their heads.

Flash Flood

1. Evacuate low-lying areas – direct campers to higher ground.
2. Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
3. Do not try to walk through flowing water more than ankle deep.
4. If in a vehicle: Do not drive through a flooded area, even if it looks shallow enough to cross.

Evacuation of Campus:

If there is need to evacuate the campus:

1. Immediately notify the Camp Administrator to assist in acquiring any additional transportation needs and notifying parents of the evacuation.
2. If the order to evacuate was given by local officials, follow their instructions. Local officials will be able to advise you of the safest escape route, which may be different than you expect.
3. Direct staff members to assemble all campers in the safest location while loading procedures are established. While campers are assembled give loading instructions.
4. Check staff/camper roll as soon as practical.
5. The Camp Director and First Aid Supervisor need to assure camper medications, applications, health log, and other critical data are gathered before leaving camp.
6. If possible, do not unload at safe site until staff is prepared to check staff/camper roll. Check roll as campers unload. Otherwise, check staff/camper roll as soon as possible.

Dealing with Emergencies (cont.)

Missing/Lost Camper:

If at any time a camper is noticed missing or does not arrive at a designated activity:

1. Ask responsible counselor/competitive team leader of camper whereabouts.
2. Assign counselors check camper's dorm and/or other major facilities.
3. Check with First Aid Supervisor in case the camper has been injured or quarantined.
4. Review the visitor and check out log books.
5. Ask camper's friends or competitive team members if they have seen the camper.
6. Notify the Camp Administrator
7. Contact parents to ask if someone has picked up the camper.
8. Discontinue activities and send campers to dorms or multipurpose building and prepare a staff search party.
9. Contact local authorities.

Injuries (Injury Reports):

In case of an accident, the Camp Director or his assistant is to take responsibility of determining the course of action required based on the severity of the injury or illness. In the event of an accident that requires offsite medical attention, the person (**preferably by the Camp Director or his assistant**) who transports the individual or individuals will have in hand the camp record which includes the medical release form. (These forms need to be checked for signatures on the day of check in.) The First Aid Supervisor will attend camper to offsite care facility and contact the camper's parents unless otherwise instructed by the Camp Director.

It will be the responsibility of the camp director to assure a completed accident report/form and put on file. All injuries (no matter how minor) are to be reported on the injury report and kept in the Health Log. All forms and First Aid Supplies are located in the First Aid Office.

In the event of that a child or staff (1) is sent home, (2) is admitted to the hospital, or (3) has either lab analysis or x-rays performed which result in a positive diagnosis, the Camp Administrator shall be contacted. A report form, provided by the Mississippi State Department of Health, shall be completed in duplicate. The original report shall be maintained in the camp file for at least 1 year. A copy shall be forwarded to the Department of Health **not later than 1 week** after the event comes to the attention of camp authorities.

Phone numbers and general directions to medical facilities will be posted. i.e. *Auburn Clinic, Barnes Crossing Medical Clinic, NMMC Emergency Room, etc.* Emergency numbers will be posted on the emergency call list displayed on the near the phone in the Kitchen and First Aid Office.

Illness:

Any camper or camp staff member who exhibits symptoms of a stomach virus or other contagious illness or condition (i.e. lice) will not be allowed to remain at the camp. Campers will be quarantined until parents or guardians can be contacted to pick them up. Reporting procedures shall reflect those described in the Injuries section.

Medications (Dispensing of Medication Forms):

All medications are to be in their original pharmacy containers bearing the prescription number, date filled, physician's name, directions for use, and the patient's name. All medications will be collected at registration and locked-up in the First Aid office. A form indicating the dispensing of the medication is to be kept and the form signed by parent or guardian when the medication is given back to them. A key to medical supplies and prescription drugs is to be on the person of the camp director and FSA (First Aid Supervisor)

FORMS, HANDOUTS, & POSTERS

Medical Information

Accidents/Injuries

1. For minor accidents notify the First Aid supervisor.
2. Minor scrapes, bruises, sprains, strains, etc will be handled at the first aid station. **Not in or around the kitchen area or auditorium.**
3. First Aid kits are in the First Aid Station (located at the Pavilion), Kitchen, dorms, and with the First Aid Supervisor. (It is preferred that the First Aid Supervisor administer all first aid).
4. In Case of a major Accident notify Directors and First Aid supervisor.
5. In case of an accident, the Camp Director or his assistant is to take responsibly of determining the course of action required. If a camper or camp personnel is required to be taken to a medical facility, the person who transports the individual or individuals will have in hand the camp record which includes the medical release form. Contact will be made with the parent or guardian.
6. Any injury of any size will be recorded on an Injury, Medical Attention, and Medicine Dispensing Report and put on file.

Contagious Sickness

1. Any camper or camp personnel who exhibits symptoms of a stomach virus or other contagious illness or condition (*i.e. lice*) will not be allowed to remain at the camp.
2. Campers will be quarantined until parents or guardians can be contacted to pick them up.

Medications

1. ALL medications must be in their original pharmacy container and will be dispensed by the First Aid Supervisor or other designated health staff.
2. Medications are to be contained in a zip lock bag with name and directions for dispensing medication.
3. ALL medications will be dispensed as directed by the prescription.
4. Records are be maintained of dispensing medication. A medication form will be signed by the parent or guardian when the medication is released when the camper leaves for home.

POOL RULES

1. Always obey the instructions of the lifeguard.
2. Swimming is by schedule only.
3. No swimming during inclement weather.
4. No more than 25 people in the pool at a time.
5. No swimming without qualified supervision.
6. Wear appropriate swimwear. No cut-offs or gym-shorts.
7. Swimmers must shower before entering the pool. Separate swimwear is required for the pool than what is worn to the slide.
8. No food or beverages of any kind permitted at the pool.
9. No diving or flipping from the side of the pool.
10. No running.
11. No pushing.
12. No horseplay.

WATER SLIDE RULES

1. NO ONE goes down slide except at time designated.
2. A counselor MUST be at bottom of slide before anyone slides and must remain there until slide time is over.
3. Only one person is allowed on the slide at a time. (NO TRAINS)
4. Only after the whistle or horn has blown can another person come down the slide.
5. NO walking on, jumping over or standing alongside slide.
6. Can only go down slide in sitting position NO HEAD FIRST
7. Enter slide from TOP only.
8. A safe water level at bottom must be maintained.
9. Exit slide immediately and follow designated exit trail to slide again.
10. Use NO soap.

Dorm Expectations

1. Dorms must be cleaned at the beginning of each day.
2. Guidelines for Dorm cleaning will be posted in each dorm.
3. Dorm inspections will be performed daily during class time using an objective point based system. The losing dorm cleans up after lunch.
4. No vandalism including writing your name on the bunk or other places will be tolerated. You may have to paint!
5. No food is to be taken into dorms.
6. Do not move bunks or mattresses in the dorms.
7. After "lights out" until rising time, everyone will be in their assigned dorm.
8. No campers are to be in the dorms without staff supervision.
9. **AT NO TIME ARE THE BOYS TO BE IN THE AREA OF THE GIRL'S DORM, NOR THE GIRLS IN THE AREA OF THE BOY'S DORM.**

Emergency Signals

Fire

1. In case of a fire there will be two short blast followed by one long blast from an air horn.
2. At that time all campers and staff will assemble at the point where the horn was blown, preferably at the area adjacent to the pool entrance.
3. A roll call should be performed.

Weather

1. In the event of serious storms, tornado, wind, or lightning staff and campers will be alerted by four (4) blasts on the air horns.
2. Upon hearing the alert staff will direct campers to the bathroom facilities of the dorms until an "all clear" is given.
3. A roll call should be performed in each dorm.

Emergency Contact Numbers

Ambulance:	911
Doctor 1:	(662) 377-4652 Barnes Crossing Medical Clinic
Doctor 2:	(662) 678-1050 Auburn Clinic
Hospital:	(662) 377-3000 North MS Medical Center
Police Department:	911
Fire Department:	911
24 Hour Pharmacy:	(662) 620-7959 Walgreen's (at Crosstown)
Poison Control:	(800) 222-1222
Other:	

DISPENSING OF MEDICATION FORM

This paper is to remain in the bag with the medication being dispensed.

Name of individual receiving medication _____

Name of Medication _____

Instructions for dispensing medication or giving of medical procedure: _____

Day	Time	By Whom
Sun.		
Mon.		
Tue.		
Wed.		
Thur.		
Fri.		

Upon completion of camp, parent/guardian must pick up medication and sign release form.

Parent/Guardian's Signature: _____

Date _____ Time _____

DISPENSING OF MEDICATION FORM

This paper is to remain in the bag with the medication being dispensed.

Name of individual receiving medication _____

Name of Medication _____

Instructions for dispensing medication or giving of medical procedure: _____

Day	Time	By Whom
Sun.		
Mon.		
Tue.		
Wed.		
Thur.		
Fri.		

Upon completion of camp, parent/guardian must pick up medication and sign release form.

Parent/Guardian's Signature: _____

Date _____ Time _____

Pre-Camp Health Screening Report

CAMP GROUP: _____

CAMPERS NAME: _____

AGE: _____ DATE OF BIRTH: _____ SEX: M / F

CHURCH/CITY: _____

PARENT/GUARDIAN'S PHONE: _____

Blood Pressure: _____ / _____ Pulse: _____ Temperature: _____ Head Lice: YES / NO

Known Allergies: _____

IF YOU OBSERVE ANY ILLNESS, COMMUNICABLE (INFECTIOUS) DISEASE, OR INJURY AS LISTED BELOW IN THE THREE BOXES, DESCRIBE THE ITEM THAT WAS CIRCLED ON THE LINES PROVIDED BELOW.

<p>ILLNESS (in the last 48 hours)</p> <p>MAY INCLUDE: NAUSEA, VOMITING, DIARRHEA, FEVER, SORE THROAT, RASH, OPEN SORES, PINK EYE, COUGH NOT RELATED TO ASTHMA</p>

<p>COMMUNICABLE DISEASE EXAMPLES:</p> <p>MEASLES, MUMPS, RUBELLA, POLIO, HEPTITIS, TETANUS, DIPHTHERIA, MENINGITIS, PERTUSSIS, INFLUENZA, TUBERCULOSIS: Active (on medication) or Inactive (negative chest X-Ray)</p>
--

<p>INJURY EXAMPLES:</p> <p>CASTED FRACTURES, RECENT HEAD INJURIES, AND/OR LACERATIONS THAT HAVE STITCHES OR STAPLES—MUST BE CLEARED BY DOCTOR</p>

*ALL ABOVE INFORMATION WILL BE KEPT CONFIDENTIAL AND ONLY SHARED WITH CAMP STAFF IN ORDER TO PROVIDE ADEQUATE HEALTH CARE FOR YOUR CHILD WHILE AT CAMP. THANK YOU.

SIGNATURE OF HEALTH SCREENER:

SIGNATURE OF RN AFTER ASSESSING THE CAMPER WITH ANY CIRCLED ITEM(S):

*PLEASE SIGN AFTER UPDATING THE MEDICAL RELEASE FORM WITH ANY NEW FINDINGS:

Injury, Medical Attention, and Medicine Dispensing Report

1. **Any** injury where treated or not **MUST BE LISTED** on this form.
2. **All medication** dispensed must be recorded and signed on form kept with directions for giving medications
3. The camper or staff or other personnel's insurance is primary provider.

Name of Person receiving treatment: _____

Date _____ Time injury occurred _____ Time of Treatment _____

Nature of injury or sickness: _____

What was done for the individual: _____

If parent/guardian was called, who _____

When _____ by whom _____

If individual was taken off premises for treatment, where were they taken? _____

Who accompanied them? _____ Time of departure: _____

Were they given Insurance papers? ___Yes ___No

Treatment received: _____

Did they return to Camp? Yes ___ No ___ If no, where did they go? _____

If they returned to camp, are there special instructions for their care or a limit to their activities? _____

If yes, please explain in detail: _____

Is additional medical attention needed? ___Yes ___No If Yes, What? _____

Signature of Nurse/First Aid Supervisor

Date

Time

Signature of Camp Director

Date

Reviewed by Administrator _____

Staff Roll

Please list all staff members at the beginning of each camp week. If staff member is not staying in the dorms at night write NA for Bunk # or leave blank.

Camp Week: _____			
Boys Dorm		Girls Dorm	
Name	Bunk #	Name	Bunk #
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
11.		11.	
12.		12.	
13.		13.	
14.		14.	
15.		15.	
16.		16.	
17.		17.	
18.		18.	
19.		19.	
20.		20.	

Camper Roll - Boys

Please list all campers at the beginning of each camp week.

Camp Week: _____

Boys' Dorm

Name	Bunk #		Name	Bunk #
1.			31.	
2.			32.	
3.			33.	
4.			34.	
5.			35.	
6.			36.	
7.			37.	
8.			38.	
9.			39.	
10.			40.	
11.			41.	
12.			42.	
13.			43.	
14.			44.	
15.			45.	
16.			46.	
17.			47.	
18.			48.	
19.			49.	
20.			50.	
21.			51.	
22.			52.	
23.			53.	
24.			54.	
25.			55.	
26.			56.	
27.			57.	
28.			58.	
29.			59.	
30.			60.	

Camper Roll - Girls

Please list all campers at the beginning of each camp week.

Camp Week: _____

Girls' Dorm

Name	Bunk #		Name	Bunk #
1.			31.	
2.			32.	
3.			33.	
4.			34.	
5.			35.	
6.			36.	
7.			37.	
8.			38.	
9.			39.	
10.			40.	
11.			41.	
12.			42.	
13.			43.	
14.			44.	
15.			45.	
16.			46.	
17.			47.	
18.			48.	
19.			49.	
20.			50.	
21.			51.	
22.			52.	
23.			53.	
24.			54.	
25.			55.	
26.			56.	
27.			57.	
28.			58.	
29.			59.	
30.			60.	

Camp –Checkout/In Log

Date	NAME OF CAMPER	CHECKED OUT BY	RELATION	SIGNATURE	TIME OUT	TIME IN	CAMP OFFICIALS INITIALS

Camp – Visitor Log

Date	NAME OF VISITOR	TIME IN	REASON FOR VISIT	TIME OUT	CAMP OFFICIAL'S INITIALS

