

Camp Fire

Inland Northwest

Leader's Safety Manual



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Leader's Safety Manual

Introduction

Whether you are a club leader, an activity leader, a trip leader, a volunteer that leads programs, or if you are interested in becoming a leader with Camp Fire Inland Northwest, this manual is for you! All of the pages within this book contain the policies of Camp Fire Inland Northwest concerning the safety of the most important people in our organization

the youth! These policies were created to ensure that the experience the youth has is fun, but most importantly, SAFE! In creating these policies, the Camp Fire Our Promise, Core Values, and Program Philosophy were always of utmost importance. Please review them whenever creating or delivering a program to make sure we are all working towards the same ultimate goals.

When looking at this manual, it may seem a bit intimidating with the amount of information in it, but don't fret! This manual is not meant to be read cover to cover in one sitting! It is to be used as a type of road map along the path of your adventure of being a leader. It will provide guidance as road signs to keep you on the safe path and will serve as reminders to you along the way. When you first receive this, skim through it and become familiar with what is included, but don't feel like you must have it all memorized! When you hit a bump along the road, you'll know where you can look for guidance. Feel free to highlight, mark up, take notes, or do whatever to personalize this handbook for the needs of your club or group.

For the purposes of this manual, the following definitions will be used:

Leader: Anyone that is a leader for a group, activity, program, club, etc.; can be paid or volunteer

Program: Any type of program activity including club meetings, campouts, events, crafts, etc.

Participant: Any participant for any program; can be adult or youth, member, or non-member

Our Promise

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. Light the fire within.

Core Values

- We believe that children and youth are our most precious resources.
- We believe in an approach to youth development that builds assets and empowers individuals.
- We believe that the best youth development occurs in small groups where children and youth are actively involved in creating their own learning.
- We are committed to coeducation providing opportunities for boys, girls, and families to develop together.
- We provide caring, trained mentors to work with children and youth.
- We are inclusive, welcoming children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspect of diversity.
- We respect and celebrate nature.
- We foster leadership, engaging children and youth to give service and make decisions in a democratic society.
- We provide safe, fun, and nurturing environments for children and youth.
- We enrich parents and other adults lives by expanding their skills and urging them to share their talents and build relationships with children and youth.
- We respond to community needs with our programs and expertise.
- We advocate on behalf of children, youth, and families.

Program Philosophy

We are youth centered

- Youth take an active role in determining program content and activities
- Accomplishments are recognized and rewarded
- Personal skill building progressively builds confidence and leadership in youth
- Youth take leadership roles with their peers, with younger youth, and in the community

We engage families in fun activities

- Entire families belong, and join together in fun and exciting activities
- Program includes the family in whatever form it takes in today's society
- Parents, extended family members and members of the community interact with youth and their own parenting and mentoring skills through their relationship with Camp Fire

We are welcoming and inclusive

- Programs are designed to provide coeducation activities
- Youth find a safe and inclusive place to explore the uniqueness of who they are
- Youth develop assets that are essential to the process of building character and maturity

We build youth and adult partnerships

- Youth and adults work together to design, implement, and evaluate what they want to do
- Youth form lasting relationships with adults
- Young people need opportunities to be involved in positive activities with parents, family members, and other caring adults outside the family circle

We provide service to others

- Service is a major component of Camp Fire programs
- Youth gain an awareness of the community and its needs
- Youth have an opportunity to participate in the initiation, planning, and execution of service projects.
- Young people can make a positive difference in their lives and in the lives of others

Section I:

Safety



Chapter 1:

Safety and Program Development

Programming is everything we do in Camp Fire Inland Northwest. A “program” is defined as “a system of procedures or activities that has a specific purpose.” Programming could include anything from the elaborate to the basic. It could be taking a group of Little Stars to the park to play or taking a group of Horizon youth backpacking in Colorado. These are all activities with a specific purpose. In all the programming we do, there are always things that can be done to ensure not only the safety of participants, but also of volunteers, parents, and the environment affected by the activity. This section talks about all of the safety measures that should be included when developing any type of program.

Safety begins with background screening of Leaders and Volunteers

The importance of thorough screening of volunteers cannot be underestimated. It not only affects the quality of Camp Fire youth programs, and impacts outcomes for youth participants, but also helps reduce risks and losses resulting from volunteer action or inaction.

The Council includes the following in their screening process for volunteers:

- Personal interview before getting started
- Job description
- Applicant Registration
- Volunteer Application and Agreement
- Criminal background check*
(updated every 2 years)
(to be completed, signed, and dated by volunteer)
- Three references
(updated every 3 years)
- Copy of driver's license to obtain driving record if driving children other than own
- Verification of automobile insurance (copy of card)

Potential volunteers will receive the following information in order to make an informed decision before accepting a paid or volunteer position with the Council:

- Mission Statement, Core Values, and Program Philosophy
- Job description
- Requirements for criminal background check*

*Criminal background checks will be processed on all employees and volunteers who have contact with children. Permission to process a criminal background check is obtained from the applicant or prospective volunteer. A Social Security number and date of birth is required to perform the background check. The Council blackens the Social Security number out when completed background check is completed.

In seeking of any paid or volunteer position, profile and registration must be completed online.

Membership and Registration

A person becomes a member of the Council when the registration process is complete and in our database.

The program year begins September 1st and ends August 31st each year. Participant fees are set by the Board of Directors on an annual basis. There is an annual Early Bird time frame.

Leader and Assistant Leader Registration

All clubs must register a minimum of two adults by completing the adult registration process. The fees for all adults volunteering with a club are waived. To be considered a club, you need two adults and at least three children, not all in the same household.

In addition to the on-line registration, leaders and all adults volunteering who have any contact with children must complete the Background Screening and Consent form to be updated every two years and the Volunteer Application and Agreement form with reference names to be updated every three years.

Youth Registration

New participants may be added at any time during the year for the full registration fee.

All youth participants will be asked to register on-line. They can do that any time after their club is activated. At the end of the registration process, leaders will receive a copy of a registration form of registered participants.

The following information should be secured and confirmed in this process:

- Name, address, phone number
- Email address
- Age and birth date
- Whom to contact in case of emergency
- School and grade
- Demographic information
- Parent/guardian information
- Medical release
- Photo release
- Authorized or unauthorized people to pick up youth

Youth Registration – continued...

The online registration process gives permission for youth members to take part in Camp Fire meetings and activities. It gives permission to treat medical emergencies and allows Camp Fire to use photos for marketing purposes. It also allows parent and/or participant to be aware and assume some of the responsibility when participating in a program.

Permission Slips must be used for activities away from your regularly scheduled meeting site, i.e. campouts, field trips, overnights, etc.

Other Adult Registration and Mailing List

Any adult may choose to register and pay the adult registration fee of \$25. Any adult wishing only to be on the mailing list may do so at no cost just by contacting the Council office.

IMPORTANT POLICY!

Non-Member Participation (Tag-A-Longs)

Camp Fire Inland Northwest created a *Release of Liability and Permission to Treat* form for those attending an event that are not registered members of Council. This includes adults and youth.

It is our hope that all participants become registered members; however, if they aren't, we don't want to discourage them from coming.

Please have them sign a *Release of Liability and Permission to Treat* form prior to coming to the event or make sure they know they will need to sign one at the event.

See *Permission Slip and Statement of Release of Liability and Permission to Treat* form



Leader Responsibilities

The program administrator, whether it is the Club Leader or Camp Director, assumes responsibility for the health and welfare of a child when a minor participates in a program without being accompanied by a parent or designated guardian.

The Leader is responsible for:

- Abiding by the Camp Fire Inland Northwest Ratio Policy.
- Keeping an open mind
- Modeling appropriate behavior for youth. At no time will adults raise their voice, threaten, name call, or use any other form of belittling or intimidation.
- Assuming best intentions first, all adults should be given the benefit of belief that she/he made the best decision possible with no malice intended.
- Going to the source of a problem or concern to receive direct solutions and answers. If you have a problem or concern, go directly to the person who is either directly involved or can help you solve the problem or answer the questions. There may be times when you disagree with or don't like the answer. It is appropriate to express your frustration and anger in words that are still respectful and will honor the person who has the responsibility to make the decision.
- Resolving conflicts. If you have a conflict with a person, make an appointment to discuss it face-to-face. Telephone, mail and email are not acceptable modes of issue resolution.
- Communicating pick-up and drop-off times with parents.
- Alcohol is not to be served or consumed during youth programming at Camp Fire activities. Adults are not to be under the influence of alcohol and/or any illegal substance during any youth programming for Camp Fire.
- Tobacco is not to be used when in the presence of youth members.
- Having a system in place to contact parents in case of emergency, delays, or weather conditions that may call for a change in times or locations of the program. Leaders should maintain records at each meeting of parental contact information at all times.
- Attending to the care of all the youth that is needed while they are at meetings and/or field trips.

Leader is responsible for... continued...

- Assuring that all activities are conducted in a safe and prudent manner.
- Having a system in place to pass responsibility of youth from the parent to the leader and back again (for example, a sign in and sign out sheet or visual contact).
- Contacting parents if an unauthorized person arrives to pick up a child (the child's ability to identify a person does not authorize them to take the child).
- Staying with youth until an authorized person comes to pick them up. If someone does not come in a reasonable amount of time, parents and/or emergency contacts should be contacted.
- Communicating behavioral issues with the parents.

Leaders are also responsible for notifying parents if there is an emergency:

- Related to the inappropriate conduct of other members including fighting, excessive foul language, or sexual misconduct.
- Related to an injury or illness including fever, vomiting, severe headache, sprain, or major cuts.

See Adult Ratio Policy

Tip:

Create a note card for each child containing the name of the responsible parent/guardian and where they can be reached during program hours. Also, list any major medical issues such as allergies, etc. This can be used as a quick reference when picking snack choices or if the parent needs to be contacted quickly. Always have them with you!!

Check in and out Information

The online registration requests information regarding who is, and is not, authorized to pick up youth. The Leader should have copies of their youth's registration form. Specific information on pick-up and drop-off times is usually communicated verbally with parents. Each child in Camp Fire must have permission from a parent/guardian to participate in a field trip via a permission slip. If there is someone who is Not allowed to pick up a child, this information should be provided in writing on the permission slip and on the registration form.

Parents should notify the Leader if changes need to be made regarding authorized, or unauthorized, people to pick up a child.

Under no circumstances should a child be released to a person who is not authorized to pick up that child. The child's ability to identify a person does NOT authorize them to take the child.

Leaders must have in their possession a copy of each child's registration which will have health information included.

Leaders should provide maximum supervision at all times. Routine checks on the correct number of participants provide safety. It also keeps the adults more alert.

IMPORTANT: An adult or leader should never be alone with an individual youth (besides a son/daughter) while out of sight of the group.

See Permission Slip Form

Youth and Adult Whereabouts

In the event of an emergency, everyone on the site must be accounted for including volunteers, parents, guests, leaders, and participants. If a personal emergency should occur, leaders should be able to locate a particular participant or adult quickly.

Methods for knowing the whereabouts of each youth and adult at all times include:

- Head Count
- Counting off
- Sign in/out sheets
- Buddy system

A list of youth and adults should be kept on location and available as needed. The office should be notified of when and where club meetings or other programs are held.

Tip:

At the beginning of the program, have the youth create a "head-count" by either shouting out a sentence (one youth per word) or spelling a word (one youth per letter). This allows the youth to create a sense of pride in their group while allowing the leader to do "head-counts" in a fun way. Time the group and challenge them to do it faster each time.

Tip:

At a ticketed event, have each patron keep their ticket stub on their body in case of an emergency, such as missing person.

Training of Leaders

Council shall provide orientation and training for all volunteers. Volunteers must fulfill training requirements necessary to do their jobs. In a leader's first year, he/she should receive the following training:

- Intro to Camp Fire (Getting Started)
- Leader's Safety Manual
- Council Risk Management (included in Leader's Safety Manual)
- Other forms as needed
- First Aid/CPR (may already be certified)
- Program-level trainings will include curriculum for: Little Stars, Starflight, Adventure, Discovery, Horizon, and Community Family Clubs (if necessary). It will also include emblems, beads, and ceremonies.

When the club has progressed to another program level, a Leader is required to take that program-level training.

Leaders should receive instructions including, but not limited to:

- Names of appropriate Council contacts.
- Supervision of youth to include: knowing where the youth are, and what they are doing at all times.
- Ensuring other adults know who is in charge if the Leader must step out for a moment or becomes incapacitated (i.e. back-up supervision).
- Identification of things to look or listen for, such as children doing or saying things that alert to possible problems.
- Recognizing signs of physical, sexual and emotional abuse.
- Appropriate and acceptable methods of discipline.
- Consequences of inappropriate behavior of youth and adults.
- Council risk management (included in Leader's Safety Manual).

Records of club kids are kept by the Leaders. The Leader will get copies of the youth online registration forms. The records are updated continually by the Registrar and/or the Facilitator of Club Programs.

Training of Participants

At the beginning of every program, participants should be reminded of basic rules and procedures that they will be expected to follow. These rules and procedures include:

- Always have at least one buddy at all times when separate from the group.
- Be aware of unauthorized people in the surrounding area.
- Travel with a flashlight and in groups after dark.
- Inform an adult if leaving the group for any length of time.
- Keep security plans for the site used.

Assuring Accessibility for All

Camp Fire commits to serve people without regards to race, creed, color, gender, age disability, religion, sexual orientation, disabled or veteran status or national origin. In choosing meeting places, selecting meeting dates and times, planning activities, considering schedules for trips, making group menus, etc., Camp Fire leadership should consider the needs, resources, safety and security practices, and beliefs of all members, and the special needs of any members who have disabilities.

Reasonable accommodations **must be met** in order to provide programming for all abilities. The intent of the law is that persons with disabilities have the opportunity to participate in activities with their non-disabled peers. All buildings, vehicles and program activities do not need to be accessible as long as all participants, including those with disabilities, are able to experience the same opportunities. Benefits of participation should be the same and not separate. For example, housing those with disabilities in a separate area or having a special session and requiring a person with disabilities to only participate in that session is unacceptable.

Persons with disabilities need the opportunity to participate in integrated programs when such participation does not fundamentally alter the nature of the program being provided and when accommodations are reasonable and readily achievable.

Conduct of Participants and Volunteers

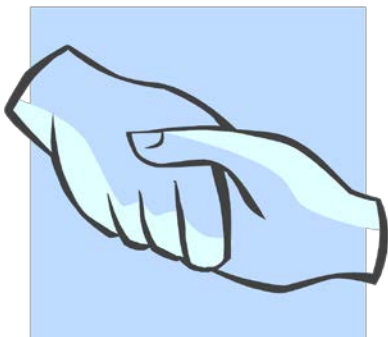
Appropriate conduct and behavior expectations of participants and adults are important and should be clearly communicated in order to provide a safe and comfortable environment for everyone.

The following topics are discussed with participants and adults including Leaders:

- Personal safety including appropriate touching.
- Expectations about appropriate behavior.
- Consequences of inappropriate behavior.
- Reporting inappropriate behavior and confidentiality issues.
- Council risk management policies and procedures (included in Leader's Safety Manual).

Teasing, bullying, verbal, and/or physical threats will not be tolerated against any person or group, even in jest, and the Leader is expected to intervene and report this incident to staff immediately. Corporal punishment (such as spanking) or any form of physical punishment is never allowed.

Leaders also receive information on behavior management with instructions on controlling groups of children.



Arbitrating Complaints

The health, safety, and satisfaction of youth and adults are of the utmost importance to the Council. Use the following chart to be able to refer complaints to the appropriate Council person.

Nature of Complaint	1 st Responder	2 nd Responder	3 rd Responder
Registration fees	Registrar	Program Facilitator	Executive Director
Program activities	Program Facilitator	Executive Director	Board President
Program delivery staff	Program Facilitator	Executive Director	Board President
Program Leader/Advisor	Program Facilitator	Executive Director	Board President
Candy Fundraiser	Candy Fundraiser Director	Executive Director	Board President
Child Abuse	Program Facilitator	Executive Director	Board President
Supervision	Program Facilitator	Executive Director	Board President
Council Facilities	Executive Director	Board President	
Dart-Lo Facilities	Camp Dart-Lo Director	Executive Director	Board President
Sweyolakan Facilities	Camp Sweyolakan Director	Executive Director	Board President
Transportation	Camp/Club Directors	Executive Director	Board President

Complaints from outside agencies that help with Camp Fire programs shall be directed to the Program Facilitator first, who will, if necessary, refer the complaint to the Executive Director.

Complaints from youth shall be received in the following order:

- Leader/Advisor
- Club Programs Facilitator
- Executive Director

Complaints from youth/adults shall be received in the following order:

- Leader/Advisor
- Candy Fundraiser Director
- Executive Director

Several types of complaints need to always be communicated to appropriate coordinators.

These include:

- Child abuse and/or injuries or medical problems with child participants
- Problems related to candy

Visitors at a Program

To avoid confusion and to provide safety for everyone, procedures for guests should be established and clearly understood by all parties. The following procedures are utilized for guests on the site:

- Guests should sign in and out at a central place that they would logically visit upon arriving to the site.
- Guests are permitted to use office equipment or program facilities after receiving appropriate training and permission.

Participants and Leaders should have a clear understanding of how and when to approach an unknown visitor/intruder and what follow-up steps to take. Participants and Leaders should discuss how such visitors should be treated.

Transportation Policies and Procedures - Youth and Adults

It is important to provide safe transportation for participants by determining the circumstances of who may transport youth and adults. What safety precautions will be taken, and how accidents will be handled.

The policies concerning transporting participants in private vehicles are as follows:

- Persons transporting youth in private vehicles must provide copies of the following to the Council:
 - Driver's license
 - Proof of insurance coverage for:
 - Liability
 - Bodily injury
 - Property damage
- Any mode of transportation used by participants must be properly licensed, insured, and meet all safety regulations.
- Any person transporting Camp Fire youth in a private vehicle must be at least 21 years old and possess the appropriate license for the vehicle being operated.
- Capacity for private vehicles is left to the judgment of the club leader and driver but must comply with state law. The seat belt requirement is one person per belt. They must not be overcrowded with baggage or equipment.
- It is illegal to transport children in the back of a pick-up truck or cargo van, due to the lack of seat belts.
- If a child needs a car seat, you must have one. It is the responsibility of the driver.
- No cell phone use by the driver while driving.

- Never have one adult and one youth other than their own child in a vehicle.
- The driver is the primary individual for seeing that appropriate rules are followed.
- Privately-owned vehicles are maintained in safe operating condition by their owner. Appropriate maintenance cannot be assured by the Council.
- Each driver must have in their car a signed permission slip for that activity from each parent of the child riding in their car. The permission slip will include permission to treat and important health information.

Camp Fire Inland Northwest-Owned Vehicles

Council Designee conducts van training and maintains records of which individuals have completed the training. Vehicle/van training may coincide with Leader training or is scheduled independently with Council Designee. The Council must have a copy of their driver's license. Training includes:

- Use of seat belts
- Child restraints
- Defensive driving
- Backing up
- Evidence of skill with the vehicle to be used
- Information on reduction of rollovers
- Responsibilities for control of passengers
- Loading and unloading of passengers
- Illness and/or accident procedures
- Refueling
- Vehicle safety check
- Breakdowns

Vans used for transporting youth and/or adults are equipped with:

- First Aid kit
- Seat belts for each passenger
- Fire extinguisher
- Jack and spare tire
- Jumper cables
- Directions for step-by-step procedure to be used in the event of a vehicle accident
- Usage log
- Blank *Incident Report Forms*

In case of an accident, call 911. Parents are to be notified immediately by the adult in charge of the group. The Council Executive Director is to be notified.

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Transportation Policies and Procedures - Youth and Adults, *continued...*

Copies of driver's license, proof of insurance, and a list of authorized van drivers are kept at the Council Office.

- A regular operator's license is required to drive Council-owned vehicles.
- Council vehicles may not be used for events other than Camp Fire related business. Typical transporting would be to and from Camp Fire sponsored meetings, activities or events.
- Persons transporting youth in the fifteen-passenger vans must complete the Council van training.
- The van capacity and appropriate ratio is two adults and thirteen youth. No one under eighteen years of age may sit in the front passenger seat.



Tip:

Choose a site with some “comforts of home” for the first trip...a farmhouse, well equipped cabin, etc. (real kitchen, electric lights and flush toilets really help!)

Before it gets dark, acquaint the youth with the camp site. Have a fire drill. Talk about night noises.

Trips – Age Level Progression

The progression of the type of trip offered to participants should be based upon the participant's abilities and past experiences. The basic progression is:

- Meeting-time trips
- Day trips
- Simple overnight trips
- Extended overnight trips

Recommended activities for trip progression in Camp Fire age-levels are the following:

- Little Stars – meeting-time trips, day trips (up to a half-day in length), and simple overnight trips with a family member.
- Starflight – meeting-time trips, day trips, and simple overnight trips with a family member or the club.
- Adventure – day and weekend trips.
- Discovery and Horizon – extended trips in or out of the country.



Trip and Travel Readiness

Before planning a trip, use the following checklist to ensure your youth are ready for a trip:

Are they emotionally ready?

- Is not afraid to be away, from home or parents, overnight and parents are prepared to let son/daughter go!
- Wants to go.
- Is willing to sleep, eat, play with all other youth, not just with best friends.
- Can cope with unknowns like:
 - Strange places including bathrooms
 - Darkness and no electricity
 - The woods and night noises
 - Spiders, bugs and worms
- Can manage with little or no privacy.
- Doesn't always have to have own way, can give in graciously.
- Can function as a member of a group.

Are they physically capable?

- Possesses the stamina and does not tire easily.
- Strong enough to carry own suitcase, bedroll, bucket of water, pot of food, arm load of wood, etc.
- Proven to have the strength and coordination needed for planned activities. Can sweep and mop floors. Move tables and chairs, etc. And, can hike *The Mile*.

Do they possess the necessary skills and knowledge?

- Can plan a simple trip.
- Can read and follow a recipe or a Kaper Chart.
- Can use kitchen implements: hand operated can opener, grater, peeler, paring knife, etc.
- Can wash dishes and clean up kitchen/cooking area, and store food properly.
- Can cut wood, build fire, build fire place, and/or can operate type of stove to be used.
- Can make bed and clean toilet.
- Knows how to operate flashlight, camera, etc.

Do they have the experience and proven ability?

- Previously followed orders/instructions satisfactorily.
- Attended a series of day trips, cookouts, and/or attended day or resident camps.
- Performed all the camp jobs usually found on Kaper Charts.
- Demonstrated (practiced) in club meetings their ability to pack and repack a suitcase, roll and tie a bedroll, etc.

When preparing for a trip, the following Camp Fire and ACA (American Camp Association) standards should be followed:

- There is communication with the Council using the Club Travel Permission Form.
- There is sound planning.
- Travel arrangements are made in advance.
- Business and money matters are worked out.
- Members take responsibility for personal conduct and equipment.
- Everyone knows and observes good health and safety practices.

See Club Travel Permission Form

Trips must meet the following criteria:

- Adequate adult supervision is provided, as per the Camp Fire Inland Northwest Ratio Policy.
- Under no circumstances is one to take the members on an outing alone.
- One adult with First Aid/CPR Certification is a requirement.
- Youth meet eligibility requirements for participation (Trips–Age Level Progression).
- Youth obtain parental permission with a signed permission slip.
- Youth and adult's physical condition and health is screened prior to the trip.
- Adults with experience and/or training in trips in attendance.
- All safety rules and procedures are reviewed prior to trip.
- Adults know how to access emergency medical systems during trips.



Specialized Planning for Activities and Trips

Emergency Plans need to be Created Before Trip Departure.

- Pre-trip orientation is required for all participants.
- Time is allotted for eating, resting, and personal needs while traveling.
- A parent's phone number is available at all times.
- An itinerary and roster of participants is left with a parent and a Council representative via the Club Travel Permission form.
- Itinerary should include departure return times and destination routes taken.
- Participants should follow procedures for mingling with the public.
- No alcohol or illegal drugs are allowed.
- When using contract services (i.e. riding stable), ACA standards must be followed. (contact the Executive Director for more information on ACA standards)

Note: the Specialized Activity Planning Form should be used when developing programming not planned by the Council.

Activities Requiring Training or Certification

When Camp Fire clubs/groups participate in programs that are not planned by the Council, activities fall into two categories: those that require specialized training and those that require persons with specific certifications.

Leaders are required to complete specialized training (or hire persons that are trained) for activities such as:

- Overnights
- Campouts
- Outdoor living skills
- Extended trips
- Low ropes and challenge courses
- Cooking
- Gardening
- Woodworking
- Climbing walls

Leaders are required to secure persons with current certifications or other documented experience in activities that include:

- Archery
- Boating, canoeing, kayaking
- Swimming activities
- Horseback riding (helmets must be worn)
- High elements challenge course
- High adventure related activities such as caving, climbing, and rappelling
- Mountain biking (helmets must be worn)

See Permission Slip, Club Travel Permission Form, Specialized Activity Planning Form, and Program/Activity Checklist

Alcohol, Illegal Drugs, and Tobacco

The use of alcoholic beverages, illegal drugs and/or being under the influence, is prohibited while involved in any Camp Fire youth activity or on Camp Fire property. When young people and/or nonsmokers are present, Camp Fire activities must provide a smoke-free environment. No room may be divided to allow for smoking and nonsmoking areas. All public areas must be nonsmoking. There may be designated areas for smoking, if desired. Current state law prohibits youth under the age of 21 from possessing tobacco products.

Weapons and Firearms

It is the policy of the Council that no weapons or firearms are permitted at Camp Fire events or on Camp Fire property.

Firearms used for program purposes should be under lock, stored separate from ammunition, and have controlled access. These should be used only by persons with specialized knowledge and training.

Target sports, including archery, are activities that require specialized knowledge and/or skills and should have a plan regarding qualifications of adult, operating procedures, controlled access, specialized care of equipment, and safety signals and commands.

Water Activities

Activities which are in or near water require special planning, extra precautions and specially trained supervision.

General Requirements

- Must have a certified lifeguard on duty.
- Adults 18 or older, with current First Aid/CPR certification, must supervise all water activities according to the Camp Fire supervision ratios (See Adult Ratio Policy).
- Spotters must be present and situated both in and outside of the water. Spotter must be at least 16 years of age and trained to use assistance equipment for the facility.
- Children with special needs may need closer supervision, perhaps one-on-one.
- Adequate First Aid equipment for the type of site and activity must be on hand at all times.

Wading

- Wading must be no deeper than below the knee of the participants. The area must be clearly marked and explained to the participants.
- Foot covering, such as tennis shoes, should be worn if there is a danger of broken glass or sharp rocks.
- If there is potential to wander in to deeper water, the Standards for swimming must be met to enter deeper water.



Swimming

Adult supervision is required for children under age five and children who are unable to walk securely in the swimming area or swim at least 10 yards. The adult providing the one-on-one supervision may not be counted in the supervision ratio of the group.

Public Facilities: Swimming is permitted at public facilities which provide trained personnel with current Lifeguard Certificates. The Camp Fire adult supervisor must be sure that group members know and follow the rules of the facility.

Non-Public Facilities: When a swimming activity is held away from a public facility (i.e. private pool, lake, river or saltwater beach), one Lifeguard must be on duty for every 20 swimmers. The Lifeguard must have a current Lifeguard Certificate. The Lifeguard may not be counted as one of the supervisors required for water activities.

- The Camp Fire leader will:
- Assess water and weather conditions to identify hazards and determine appropriate activities.
- Be sure that group members know and follow the rules.
- Make sure swimming boundaries are established and that youth are aware of them.
- Utilize the buddy system and periodically conduct buddy checks.

Private Boating

- All participants should be able to swim.
- **All participants (youth and adult) must wear a Coast Guard approved life jacket.**
- An adult, 18 or older, who is trained in the operation of the craft and has experience in the use of the craft and the water conditions in which the activity will take place, must supervise all boating activities and orient all participants with the boats, their use, and safety requirements.
- Activities in any small craft (i.e. canoe, rowboat, kayak) must be supervised by a Certified Lifeguard.
- The craft must be properly registered, in safe condition, operated with prudent care and caution, and carry the US Coast Guard required equipment for recreational boats.
- Coast Guard capacity requirements must be followed in loading and operating a boat. On boats with no capacity plate, use the following formula to determine the number of persons you can safely carry in good weather conditions: Length times width divided by 15 equals the capacity.

See Safety Standards Policy

Club Camping Requirements:

- **IMPORTANT:** all adults must be registered and have a background check and references. (see page 8)
- The adult/child ratios as described in the Safety Standards Policy apply to all camping trips.
- One adult must be at least 21 years of age.
- One adult must be certified in our Camp Fire Inland Northwest's Outdoor Training.
- An application for club camping must be submitted to the Council office two weeks before the planned trip using the Club Travel Permission form.
- Arrange adults so they will be sleeping in participant cabins with younger youth. In units housing older participants, Leaders should either be in the same sleeping facility or very close by.
- An adult should never sleep alone in a tent with an individual youth (besides their own son or daughter).
- One adult with a current First Aid/CPR certification must accompany the club. If any parent or adult on the camping trip is a nurse, doctor or EMT, then the First Aid requirement is satisfied.
- Current permission slips for all youth participants must be signed and returned to the leader prior to leaving on the trip.
- Each driver must have in their car that signed permission slip for that activity from each parent of the child riding in their car. The permission slip will include the permission to treat and important health information.
- No person shall harm, deface, destroy, remove, or collect any plant, animal, or inanimate objects without prior expressed permission of the site Manager/Director.
- Always camp in designated camping areas unless you are an experienced camping club.
- Always leave a site cleaner than you found it and leave natural surroundings in their natural state.

See Club Travel Permission Form and Safety Standards Policy

Hazardous Materials

Precautions

Poisons include bleach, cleaning agents, insecticides, and weed killers. Some craft supplies and other substances labeled poisonous may be used in program areas, kitchens, maintenance areas, or health facilities. Hazardous, flammable, poisonous, and explosive materials may be mistaken for other substances, especially when not labeled and stored where usage cannot be supervised and/or controlled. It is understood though, that many times these types of materials are used for various program purposes. It is imperative that the storage and handling of hazardous, poisonous and/or flammable liquids or materials for program use are managed by appropriate persons and the following procedures are followed:

Storing Hazardous Materials

- Lock supplies in a storage area whenever possible.
- Post safety and operating instructions for dangerous material.
- Label and store flammable materials in a dry, well-ventilated area out of reach of young children.
- Use supplies for their intended purpose only.
- Never use gasoline as a paint solvent.
- Keep solvent or oil-soaked rags in waste cans that meet fire safety codes and are emptied after use.
- Cover containers of solvents because they evaporate quickly and inhalation can be hazardous.
- Read manufacturer's labels before product use. Use in well-ventilated areas only. Do not expose to a flame.
- Label all containers as to content and procedures for use and disposal.

Handling Hazardous Materials

- Use materials that are purchased from reputable sources. Product labels clearly indicate what the material is and how to write or call the manufacturer.
- Do not use donated or discarded material when ingredients are not known; very old or unlabeled materials may be toxic and should not be used.
- Protect youth from materials and chemicals that may provoke allergies.
- Use materials only after youth have received adequate safety instruction.

Preventing Food Borne Illness

For Camp Fire clubs/groups that include cooking in their programs (either indoors or outdoors), the following procedures should be followed:

Food Preparation

- Review health considerations, including the importance of keeping utensils, food preparation surfaces, and hands clean, cooking meats thoroughly, refrigerating perishable food items, and using clean water when preparing food.
- Maintain discipline in the cooking area to prevent accidents with hot food and sharp utensils.
- No person with a skin infection, a cold or a communicable disease should participate in food preparation.
- Three safe ways to thaw meat and poultry include:
 - in the refrigerator
 - during the cooking process
 - in a microwave oven
- Never thaw at room temperature.
- Store hot foods at 140° F or above.
- To cool foods, place immediately in refrigerator or freezer.

Food Storage

- Store perishables such as creamed foods, pudding, dairy products, poultry, meats, and salads at or below 40° F in a refrigerator or insulated cooler with ice in it. If this is not possible, use powdered, dehydrated, freeze-dried, or canned foods.
- Use safe water to reconstitute foods. Once reconstituted, eat perishable items within one hour or refrigerate them.
- Do not cross-contaminate items during storage.

Cleaning and Sanitizing Work Surfaces

- Use wiping cloths to clean food contact surfaces, tables, cutting boards, and equipment.
- Store wiping cloths in a clean, sanitizing solution. Never add soap to the solution.
- Use a different wipe cloth for cleaning up after raw meats. Do not use the same cloth to wipe tables and other counters.
- Chemicals such as bleach should be used to sanitize.

Dishwashing Tips

- Remove food particles from utensils and dishes.
- Wash in hot, soapy water.
- Rinse in warm, clear water.
- Sanitize by rinsing for at least one minute in a sanitizing solution such as bleach.
- Air dry and store in a clean, covered area.
- Each person should have an individual drinking cup.

Note: Human hands are a primary means of contaminating foods. Hand washing will help prevent the spread of dangerous bacteria and other microorganisms.



Candy Fundraiser Safety

To ensure a safe candy sale, it is Camp Fire Inland Northwest's responsibility to distribute safety information to leaders/advisors and parents. It is in the Candy Fundraiser Guide that goes to all club kids. This information is also published and distributed in the Sales and Sense Curriculum available throughout the year.

The curriculum for Sales and Sense includes:

- Goal setting for clubs and individuals
- Sales tips and practicing sales
- Safety and candy handling rules
- Activities based on safety procedures, managing money, and other related topics

Leaders should also be aware that:

- All participants are required to be registered members of our Council.
- Parent permission forms are required to check out candy.
- It is the leaders' and parent's responsibility to enforce safety rules stated in the Sales and Sense curriculum. Consequences of breaking the rules should be clearly stated and distributed.
- Complaints about candy sold by youth should be referred immediately to the Candy Fundraising Director who will speak with the complaining individual.
- Sellers and consumers should be informed that you will cheerfully replace their candy or refund their money if there is any indication that the package is not satisfactory.

Copyrights and Royalties

The Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code, states that all home videocassette exhibitions outside one's personal residence are "public performances" and mandates they be licensed. Noncompliance is subject to the penalties of the Federal Law.



Fundraising

- All club members are expected to support the Council financially by participating in the Candy Fundraiser.
- Club fundraisers may not be held during the Candy Fundraiser.
- Money earned in a club fundraiser belongs to the Club Treasury, not to individual members.
- A club must fill out the Fundraising Application and get it approved by the Executive Director prior to the fundraiser.
- If your fundraiser is using a business partner, you must submit a copy of the agreement with your request.
- As soon as the money-making project is completed, the Club Fundraising Summary must be submitted to the Council Office.

See Club Fundraising Guidelines, Application and Summary

Sponsorships

- Club must obtain prior approval from the Executive Director of the Sponsorship before soliciting for cash.
- Money earned on any Club sponsorships belongs to the Club Treasury, not to individual members.
- Appropriate Club sponsorship requests are: events/activities, program supplies, uniforms, Council membership fees, a meeting place, camping equipment, etc.
- Club sponsorship solicitation is not acceptable during the Candy Fundraiser.

See Club Sponsor and Sponsorship Agreement

Chapter 2:

First Aid and Health

In a world growing smaller every day, the concern for epidemics and spreading diseases has increased dramatically. Our need as human beings to help others sometimes does not outweigh the concern for catching a virus or disease from those we would like to help. Many times, the likelihood of catching a virus or disease can be easily decreased, if not eliminated, by using common sense or easy methods of protection. This chapter focuses on the safety measures to use to protect everyone involved with our organization.

Consent for Treatment

All participants must sign consent for treatment prior to participating in a program without a parent/guardian present. This agreement is part of the online registration process and on the permission slip. All participants need to be a registered member of Camp Fire. If, for religious or personal reasons a person cannot, or will not, sign a consent for treatment form, a handwritten letter must be written by the parent/guardian describing actions that should be taken.

Treatment cannot be performed on a participant without Proof of Consent.

See Permission Slip

First Aid Training

Knowing who the current certified first aiders are, and having supplies accessible, is important in planning for first aid coverage on site, at specific activities and on trips. The minimum first aid skills required of Leaders is current basic first aid and CPR certification. Camp Fire Inland Northwest's list of Leaders that are currently certified in first aid and CPR is maintained by the Facilitator of Club Programs. All activities or off-site field trips must have a certified first aider present.

First aid preparedness

A general first aid kit should be available at meeting places and accompany youth on any activity, including transportation to and from an event. In addition to the materials listed below, all first aid kits should contain a copy of a recognized first aid book, plus Council emergency phone numbers. Leaders should have access to a cell phone and have parent contact numbers readily available. A designated person for each program should be responsible for checking and restocking first aid kits on a regular basis. First aid kit contents are listed below.

First aid kits should include:

- First aid manual
- Council Emergency Contact Names
- Each person's medications (if any) labeled with name and other necessary information
- Adhesive pads
- Adhesive tape
- Alcohol swabs or rubbing alcohol
- Bar of mild or antibacterial soap
- Band-aids (larger sizes are the most versatile)
- Butterfly bandages – small and large
- Cold compresses
- Gauze compresses (larger sizes are the most versatile)
- Insect repellent
- Insect sting kit
- Gloves - latex or vinyl
- Elastic bandage
- Matches
- Moleskin (for preventing blisters)
- Needle
- Note pad or paper, and pen/pencil
- Plastic sealable bags for disposing contaminated materials
- Resuscitation mask or face shield with a one-way valve for mouth-to-mouth resuscitation
- Safety pins
- Sanitary napkins (good for dressing deep cuts)
- Scissors – small
- Triangle bandages
- Tweezers
- Zinc oxide ointment for sunburn protection

See Emergency Contact Names

Health Screening and Health Records

It is desirable to have a system in place to check health concerns and history of each youth and adult upon arrival or before participants have been in any extensive contact with each other. The confidentiality of certain medical conditions of both youth and adults is an important right. It should only be shared with persons who have a need to know in order to protect the health and safety of the participant. Knowing who needs what information for the health and safety of the participants should be predetermined.

Prior to activities such as extended trips, overnights or campouts, Leaders should verify with parent/guardian that participants are in good health in order to participate.

Medical information or medications will be on the Permission Slip and Permission to Treat, and is part of the registration process. Leaders should have copies with them. Staff and/or volunteers have the authority to contact parents or physician for clarification of health history in case of emergency.

All Leaders should be made aware of certain conditions such as diabetes, allergies, seizures, hemophilia, asthma, heart trouble, emotional disorders and physical or mental disabilities. Leaders conducting such activities have Council approval to conduct health screening procedures.

Evidence of illness and/or a communicable disease should be referred to the parent(s)/guardian(s) or another appropriate authority. Evidence of child abuse is to be referred to the appropriate person(s). Information disclosed in reporting will be limited to the facts regarding the abuse and/or neglect and will be held in strictest confidence and not disclosed beyond the suspecting volunteer or staff person and his/her supervisor. **All Council staff and volunteers are mandated by law to report possible child abuse.** Other concerns noted are referred to parent(s) or guardian(s) or the appropriate authority.

See Child Abuse Prevention Policy page 70

Universal Precautions for Blood borne Pathogens

The exposure to Blood borne pathogens can cause diseases in humans. This includes, but is not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV/AIDS). All Leaders should receive a copy of the guidelines Blood borne Pathogens recommended by the Center of Disease Control. This information should be shared with others when appropriate.

Leaders should be trained in the following:

- Blood borne pathogen related situations
- Procedures for safe handling
- Proper disposal

Procedures for dealing with blood borne pathogens, medical waste and/or body fluids are:

- Wear gloves in every situation involving blood or other body fluids. Keep several pairs of latex or vinyl gloves in all first aid kits.
- Cover open wounds with dressings to prevent the victim and the first aider from coming in contact with each other's blood.
- Use plastic wrap or other water-proof materials to form a barrier if latex or vinyl gloves are not available.
- Use a resuscitation mask or face shield with a one-way valve when doing mouth-to-mouth resuscitation. These should be included in all first aid kits.
- After giving first aid, immediately wash hands and other skin surfaces that came in contact with body fluids thoroughly with disinfectant and/or antiseptic soap and water. Wearing gloves, place blood-soaked items that came in contact with body fluids in leak proof bags until they can be washed or disposed of. Disinfect reusable equipment and supplies first with detergent and water and then with a solution of one (1) part chlorine bleach to ten (10) parts water. Rinse well.

See Blood borne Pathogens in forms section

Insect-Transmitted Diseases

Some insect bites can cause serious health problems and in some instances insect-borne diseases can cause an epidemic or death. To help determine those bites that need immediate medical attention and help reduce the risk of spreading the virus, it is important to be familiar with high-risk areas, incidents in those areas, symptoms, prevention techniques, and treatment procedures.

Personal Medications

In most situations, medications are collected for the safety of all youth. There may be circumstances where youth and/or adults may need immediate access to emergency medication. These include existing medical conditions such as allergic reaction to bee stings, heart condition, etc... There may also be situations where the youth is able to take responsibility for handling their own medications. The following procedures should be followed concerning personal medications:

- Medications for adults are stored safely away from youth, and in a place that youth will not have access.
- All medications will be kept locked or accessible only to those administering medications.
- Medications are collected and held by an adult leader except when a parent is present. Youth may carry and administer such medications such as bronchial inhalers or Epi-Pens. Leaders should be notified of such circumstances.
- Special arrangements will be made for medications requiring refrigeration.
- Leaders must notify parents in advance that over the counter or prescribed medications should be in the original container. They also must be administered in the prescribed dosage by, or in the presence of, the responsible adult as per the written instructions of a custodial parent/guardian or physician.
- Leaders have authority to contact parents or physicians for clarification of medication, special conditions or restrictions related to medications.
- Medications may be dispensed by staff, Leaders or appropriate adults.
- Emergency medications may be dispensed only with approval of parents and/or physician.
- After administering medication to adults or youth, a log should be filled out including the following. This "log" should be kept in the first aid kit with the child's records. At the end of the school year, it should be turned in to the Camp Fire office and kept for 7 years past the year the child turns 18.
 - Name of administrator
 - Name of person taking medication
 - Medication and dosage taken
 - Date, and time of administration

Chapter 3:

Facilities and Property

Whether you are visiting Camp Dart-Lo, Camp Sweyolakan, Camp Aowakiya or the Camp Fire office, Camp Fire's facilities play a large part in the programming that can be offered to members. The fact is that many components of the camps could potentially pose a large threat to participants. The waterfront, challenge courses and archery ranges have a lot of risks involved in using them. This chapter reveals ways to develop programs to decrease risks, and make a stay at any of the camps, or any outside property, safe for participants.

Site Hazards

When using any new area for the first time, whether for meetings, events, overnights or day outings, the site should be surveyed (indoors and out) for hazards prior to use.

All program areas should meet the following criteria:

- Safe, secure, clean, properly ventilated, heated, free from hazards and has at least two exits
- Area large enough for a variety of activities
- First aid kit and fire extinguisher on hand
- Accessible toilets and sanitary facilities, including facilities designed for those with disabilities
- Accessible by phone or other communication equipment
- Emergency exits are functioning, easily accessible, adequate and well marked
- Adequate lighting is present
- Pets are restrained away from the meeting area while participants are present
- Extension cords and loose carpeting should be secured to prevent injury

Examples of manmade hazards include, but are not limited to:

- Low hanging wires
- Abandoned roads and buildings
- Exposed pipes
- Broken steps
- Broken playground equipment
- Trash
- Discarded needles
- Swimming pools
- Other hazardous program areas
- Access to medication
- Access to hazardous chemicals (cleaning products)
- Unsupervised program sites which appeal to children (horses, waterfront equipment, pools, etc.)

Privacy at Properties

- To ensure a comfortable level of privacy for adults and children, the following procedures for group living in areas such as those for sleeping, dressing, showering and bathing include:
- Doors or curtains on showers and toilets
- Curtains on spaces for dressing or changing
- Only parents may sleep in an area with just one child (their son/daughter only). All other sleeping areas must have at least two adults in the area with the youth.
- Separation of sexes



Property Use

Prior to using non Council-owned property, the following steps should be taken:

- Secure permission to use property
- Have appropriate training to use the site
- Secure contact numbers of the owner for both day and night, in case of emergency
- Inspect the site prior to use to identify and eliminate hazards
- Identify any areas or equipment on site that are NOT available for use
- List precautions or rules to be given to participants

Prior to using Council-owned property, follow these reservation procedures and complete appropriate forms:

- Secure permission to use property
- Have appropriate training to use the site
- List precautions or rules to be given to participants

Safe Water Supply

Because many diseases are transmitted through water, a safe, ample supply of water is imperative for cooking, drinking, bathing and swimming. When using non-public tested swimming pools or other unregulated water sources, exercise caution to make sure the water is safe for swimming.

Access a safe drinking water supply for cooking, drinking and personal use. Safe drinking water is defined as tap water tested and approved by the local health department. All other sources are considered potentially contaminated and must be purified before use. To purify water, use one of the following methods:

- Bring water to a rolling boil for 10 minutes
- Disinfect water with purification tablets or droplets
- Use a water filtration device

Water temperature should be checked prior to use by children to prevent scalding.

Utilities for Camp Fire Inland

Northwest owned property

It may be important to shut down utility systems without delay. In case of emergency, contact the following:

Location	Water and Sewage	Electric	Gas	Telephone # of Location
Camp Dart-Lo	Whitworth Water 509-466-0550	Avista 1-800-227-9187	Avista 1-800-227-9187	509-466-2312
Camp Sweyolakan	None	Kootenai Electric 1-800-200-0459	None	208-664-9327
Camp Aowakiya	None	Avista 1-800-227-9187	Avista 1-800-227-9187	208-783-0647
KPS Management	Spokane County 509-477-3604	Modern Electric 509-928-4540	Avista 1-800-227-9187	509-842-2322
Council Office	Sewage: Spokane County Utilities 509-477-3604 Waste: Waste Mgmt 509-924-9400	Electric & Water: Modern Electric 509-928-4540	Avista 1-800-227-9187	509-747-6191 x10

Camp Fire clubs using non-Council owned property should be familiar with how to contact someone for water, electric, gas or telephone in an emergency. This may be the actual company that supplies these services or a person from the facility/site that can deal with such emergencies.

Emergency Equipment

Being prepared for emergencies requires having appropriate equipment available, in good condition and ready for use, as well as having personnel trained in the use of the equipment.

When using a facility for programming, the location and use of on-site emergency equipment should be known. When taking equipment off-site, the person checking out the equipment is responsible for restocking any used items. When using a facility, find out what special emergency equipment has been secured or is needed for specialized activities.

Contacting Fire and Law Enforcement Officials for Programs

In the event of an emergency, officials should be made aware of the site. Program administrators should be aware of the emergency services available and any limitations. Fire and law enforcement officials should have detailed information on program operation so they can be better equipped to help in an emergency.

When Council clubs/groups plan to use new locations for programs that involve special activities or large numbers of participants, notify local fire and law enforcement officials in writing. In the notification, include the organization's name, contact name and number, date of event, location, time of event and approximate number of participants. Ask the fire department if they have paramedic and/or search and rescue services available in more remote areas.

Camp Fire clubs/groups should be familiar with the location of emergency services in the area where they hold programming.

- Know how to contact the nearest fire department and police or sheriff's department.
- Know what the response time is to your location from both of these agencies.
- Find out if there are other services available for each of these agencies.

See Program/Activity Checklist

Fire Prevention and Safety

It is important to have fire prevention safety checks done on a regular basis and to have systems in place that reduce the possibility of a fire. Though this may not be the direct responsibility of the Leaders, they should make sure that the following items are in working condition and if not, reported to the appropriate person(s):

- Fire extinguisher
- Electrical cords
- Circuits
- Storage of combustibles
- Exits
- Emergency lighting
- Appliances
- Shut-off devices
- Alarm systems
- Fire doors
- Fireplaces and chimneys
- Open fire areas
- Cooking areas
- Smoke detectors

All sleeping quarters in buildings that are used by Camp Fire clubs/groups should have one emergency exit in addition to the main door and all sleeping floors should have a direct emergency exit to the outside.

Smoke detectors and other detection devices should be in all permanent sleeping quarters and appropriate locations.

Flammables should be stored in safe containers that are covered and labeled. Be sure persons who have access to flammables are trained in their use.



Fire Fighting Equipment and Procedures

It is important to take action to prevent fires and have the appropriate type of firefighting equipment readily available at all times.

Fire extinguishers should be available for use at each Camp Fire meeting or activity site. Appropriate adults should be trained in equipment use.

Leaders, assisted by youth members, should designate a fire evacuation plan for meeting places used by the group. If a school or other public building is used, follow the facility's established plan after making certain that it will work during the time the group is there. Every member must know where to go and how to act in case of fire. Consider the following points in designing a fire evacuation plan:

- Draw a floor plan showing all exits and potential escape routes.
- Determine more than one way out in case an escape exit is blocked.
- Designate a meeting place outside.
- Locate a fire alarm box or accessible telephone away from the evacuated area, such as a nearby business.
- Review and walk through the plan with younger youth.
- Post the plan in a conspicuous place.
- Conduct fire drills periodically.

Warning Systems

Warning systems create an efficient method to quickly communicate to the entire site population. Everyone on site should know what the various alarms mean and the action they are to take.

Common public warning systems include:

- Weather alerts over the radio/TV
- Fire alarms in buildings

Other types of warning or alarm systems could include:

- Blowing a car horn
- Ringing bells
- Setting off an automatic alarm
- Sending runners

The warning could mean a certain type of emergency, e.g. fire, etc., or where to go, e.g., dining or multipurpose room, site entrance, high ground, etc.

Leaders should be trained to have an understanding of the warning systems and appropriate actions to take at the facilities in which their programming takes place. Response to warning systems is the responsibility of each adult present.

Warning systems should be able to be heard throughout the site.

Weather Effects of Program

Changes in weather and environmental conditions could necessitate changes in food service and/or physical activity in order to prevent an illness or accident from occurring to youth or adults. The following are guidelines to follow concerning specific types of severe weather:

Lightning:

- Seek shelter at the first signs of an impending storm – towering thunderheads, darkening skies, thunder and lightning and increasing wind
- If indoors, stay away from doors, windows, plumbing and electrical appliances
- Seek safety inside a car
- Don't seek shelter under tall, solitary objects, such as trees
- Don't stand near any tall or metallic objects
- Don't stand in or near any body of water
- Don't stand in a shallow cave or rock overhang
- Don't hold a radio, especially one with an antenna
- In open flat areas, find the lowest point. Make yourself the smallest target possible by squatting low to the ground on the balls of your feet. Minimize your contact with the ground.

Also, be aware of conditions such as allergy seasons, extreme weather changes and be prepared to adapt plans according to changes. Consider the potential for extreme dampness, extreme dryness or high pollen index/count.

Emergency Drills

Repeated emergency drills familiarize youth and adults with emergency procedures and help to prevent panic.

Tip:
**Forming a Fire
Evacuation Plan is
included in the
“Our Club Project”**

Drill procedures should be provided and practiced by all leaders and participants.

The following emergency drills should be performed for groups in various program areas such as homes and schools:

Emergency	Warning System	Assembly Location
Fire	Fire alarm	Use the public building's established plan or design an evacuation plan with the group. Designate a meeting place outside.
Evacuation	Club Leader determines the need	Same as above
Intruder/Intruder on Campus (IOC)	Club Leader determines the need	Same as above
Other	Same as above	Same as above

Emergency On-Site Transportation

When the situation calls for use of transportation available on site, it is important to have immediate access to the vehicle and the driver.

Emergency transportation should always be available at every program either through locally provided services or by a personal vehicle. Staff and Leaders must decide when to use a personal vehicle for transporting injured youth or contacting locally provided services.

When using an on-site vehicle for emergency transportation:

- Park the vehicle in a quickly accessible location
- Vehicle should have enough gas
- Location of nearest gas station should be known
- Designate an alternate vehicle as needed
- Vehicle should be safe and reliable
- Designate appropriate drivers
- Designate a second adult to ride along

Emergency equipment to be kept in the emergency vehicle:

- First aid kit
- Emergency Contact Information
- Map to emergency services

Site Evacuation

In the rare occasion that it is needed, an evacuation plan enables the Site Director to quickly organize and remove part or all of the population to a predetermined, safer location.

Evacuation could be necessary because of fire, explosion, poisonous gases or water leaks. Each site should establish who will determine the need for an evacuation and who is in charge of evacuations. Leaders should be familiar with evacuation plans for their specific locations.

Evacuation plans should include:

- Appropriate mode of transportation safe locations to go
- Alternate routes
- Items to be taken (should be based upon type of emergency, return time and time of day) it may include shoes, coats, member registrations, permission slips, etc.
- A method to account for each person on the site
- How to evacuate animals, if necessary

If an evacuation occurs, the Council office, Executive Director, appropriate authorities, and parents should be contacted as soon as possible. Valuable papers that cannot be replaced such as deeds, historical documents, policies, etc. should be stored in a safe location to leave or retrieve quickly. Safe return to the site would be determined by the Leader, Site Director or Executive Director.

See Emergency Contact Names

Section II:

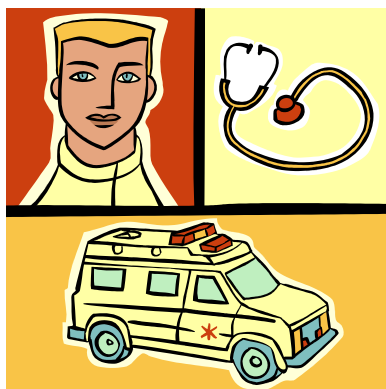
Emergency Preparedness



Chapter 4:

Emergency Preparedness

As the Club Leaders, Activity Leaders, and Advisors of the Camp Fire youth, the lives of these youth are in your hands. No matter how many hours of training you take, it is a known fact that accidents or other emergencies could happen. Though no one wants to think about it, no matter how much you prepare, something as serious as the death of a member could happen. This chapter talks about how to handle those “what if” situations that you could never prepare for, whether it’s something totally outrageous or something extremely severe. We hope and pray that during your time as a Leader, you will never have to reference these policies, but if you do, you will know what to do.



Crisis Communication Plan and Emergency Contact Numbers

Background:

Crises, by their very nature, are unpredictable and varied.¹

Boeing Commercial Airplane Group defines a crisis as: “Crises are unplanned events that directly or potentially threaten Boeing’s reputation; the environment; the health, safety or welfare of Boeing employees; and the health, safety or welfare of citizens in communities surrounding Boeing plants.”²

All crises run the risk of:

- Escalating
- Coming under scrutiny of the media
- Interfering with normal operations
- Jeopardizing the positive public image of the organization¹

I. Assess and Evaluate the Crisis Situation

In the event of a sensitive or crisis situation with possible communication issues, the Executive Director(ED) will be the first notified. In the absence of the ED, the Board President, Camp and Council Development Director, Marketing/PR Manager or Camp Directors, will be the spokesperson(s) and manage communication. During evenings or weekends, the emergency phone tree of management will be implemented.

1. Collect Information
2. Assess crisis situations with relation to possible media impact
3. ED makes decision to notify and gather other members of the team

Team

- Executive Director cell # 509- 710-8324
- Board President cell # 509-998-3699
- Camp and Council Development
cell # 509-953-8981
- Communications Manager
cell # 509-999-2928
- Director of Finance cell # 509-544-5766
- Camp Sweyolakan Director
cell # 509-720--3422
- Facilitator of Club Programs
cell # 509-590-5412

II. Begin Communication Plan

ED Assembles Team

1. Notify other members of management team.
2. Involve other necessary staff.
3. Inform Council Coordinator at Camp Fire Office to operate with procedures according to this plan.

Council Coordinator

1. Act as gatekeeper (unless crisis warrants additional security)
2. Answer No Questions
3. Refer all media calls to ED or Communications Manager.
4. Refer all other crisis-related calls to ED or Communications Manager.
5. Camp and Council Development Director will take messages if Communications Director is busy.

Receptionists at Camp

Refer any media calls to the Executive Director 509-747-6191 ext 22.

Executive Director or Communications Manager

- Coordinate Media Requests.
- Work with team to develop proactive strategy and statements.
- Prepare statements.
- Arrange for interviews when appropriate.
- Maintain relations with media through crisis, including follow-up.

Security

(if needed) Secure entrances to building.

Program Staff

If warranted for additional information involving crisis.

Finance Director

Will perform administrative duties of the agency.

Spokesperson

It is of paramount importance that all inquiries from the news media be directed to one individual appointed as spokesperson. All other persons should be instructed not to discuss the situation with outsiders, especially the news media.

The purpose of this provision is to furnish the news media with accurate information.³

The Executive Director is the designated spokesperson. If absent, then the Board President. The designated person is:

Spokesperson for duration of crisis.

- Available for interviews with coaching from Communications Manager.
- Will work proactively with Communications Manager to develop key messages and press releases.
- Will read prepared statements.

Phone Tree Implementation

The moment solid facts are gathered: who, what, where, when; the next step will be to implement the phone tree. Whoever is first aware of a pending, potential or in real time crisis, will be the one responsible for notifying each individual. The order of notification should go as follows:

Title	Name	Cell Phone	Home Phone
Executive Director	Kelly Scalf	710-8324	292-0663
Board of Directors President	Melissa Cocks-Crane	998-3699	624-0505
Camp and Council Development Director	Peggy Clark	953-8981	624-1010
Communications Manager	Maggie Crabtree	999-2928	535-0073
Director of Finance	Michelle Casey-Soyars	775-544-5766	
Camp Sweyolakan Director	Erica Nolte	720-3422	
Camp Dart-Lo Director			
Director of Programs	Marcia Asmussen	590-5412	924-6462
Coordinator of Camp Services	Kari Flint	208-755-7423	

Gather Critical Information

Once the initial facts are gathered and verified, it is critical to immediately begin developing the first press release. This statement of facts or information can also be used to provide information to emergency first responders. Keep paper and pen handy.

Remember: failure to communicate is one of the biggest mistakes that can be made in a crisis situation. Take charge of the information flow in order to avoid speculation and rumors. Even if details are sketchy, we should release what information we can. The crisis needs to go public within the first three to six hours.⁵

Assess the potential media importance of the situation.

Criteria for severity

1. Does it involve authorities?
2. Is it negative?
3. Possible impact on fundraising?
4. What is common public perception of situation?
5. Does it involve Camp Fire members, volunteers, staff, Board of Directors?
6. Other community groups e.g., Girl Scouts, United Way?
7. Does it have implications to National, other Camp Fire organizations?

III. Develop and Implement Communication Plans

1. Internal communication plan
 - a. Prioritize need to know, e.g. staff, board, volunteers, out-based offices
 - b. Decide on method of communication
 - c. Develop timeline and statement to be communicated. Keep consistent with messages to media and other audiences.
2. External communication plan
 - a. Decide strategy - proactive or reactive?
 - b. Develop media statement - Three to five message points we want to communicate.
 - c. Media statement:
 - proactive: Call media or press conference
 - reactive: Return calls to press
 - d. Assign responsibility for key job functions and tasks
 - e. Develop timeline integrating internal and external communication plans
3. Media Response Plan
 - a. Do not speculate.
 - b. Never speak "off the record" to a reporter.
 - c. Respond to all queries. If you do not know the answer, say so.
 - d. Do not release names of dead or injured until relatives are notified.
 - e. Set up a media center.

IV. Ongoing Assessment of Situation

1. Crisis Team Meet Periodically
2. Continued Communication to Staff
3. Continued Communication with external audiences
4. Contact professional help as needed - legal counsel or PR counsel
5. Follow-up with media

V. Evaluate

1. Survey staff, volunteers
2. Turn crisis into positive

VI. Maintenance of Crisis Communication Plan

1. Review Crisis Communication Plan with staff annually
2. Update Crisis Plan Notebooks for management team annually
3. Train Crisis team annually

Footnotes:

¹ Steven Fink, Crisis Management: Planning for the Inevitable, (New York: AMACOM, 1986), p 15-16

² Boeing Commercial Airplane Group, "Generic Crisis Communication Plan, (July 1993), p. 3.

³ Bomb Threat Response Study Guide 2003, International Association of Chiefs of Police and the Federal Law Enforcement Training Center.

⁴ All Business.com: Crisis communication by the book; 3593832-1-22eeq.html

⁵ Doug Newsom, Alan Scott and Judy Vanslyke Turk, This is PR: The Realities of Public Relations, (Belmont, CA: Wadsworth, 1993), p. 539.

Accidents and Incidents

Accident and Incident Reports should be completed by the individual supervising the specific program or activity at which the incident occurred. This person may, or may not, be the club Leader. For example, if an accident occurs at the archery range, the archery instructor should fill out the Incident Report Form even if the Leader was present. Additional information may be supplied by the individual's supervisor (i.e. archery instructor's supervisor/event coordinator) or the club Leader.

Any accident, illness or inappropriate behavior that occurs at any Camp Fire activity involving any person must be reported. Inappropriate behavior may include, but is not limited to, the following:

- Teasing, bullying, verbal and/or physical threats
- Disagreement between participants that is left unresolved
- Allegations of criminal or abusive behavior

Blank Incident Report Forms are available at the following:

- In the forms section of this manual
- Camp Fire Inland Northwest Office
- Camp sites during Council events
- Camp Dart-Lo Director's office
- Camp Sweyolakan Director's office
- Van packets
- Leader/Advisor club management files

Accidents and Incidents

Incident reports must be completed and submitted to the Council office within 48 hours of the incident. Copies of completed Incident Reports are given to:

- Executive Director
- Camp Dart-Lo Director
- Camp Sweyolakan Director
- Facilitator of Club Programs

In order to identify patterns and implement remedies, the following statistical data is collected from incident reports:

- Nature of injury or illness
- Behaviors of involved persons
- Events leading up to incident
- Location of incident, site features
- Observable hazards
- Program type
- Type of supervision
- Profile of individuals involved (age, sex)

See Incident Report Form and Accident, Emergency, Fatalities Form

Emergency Leadership

To avoid confusion and misinformation being given out in an emergency, each person needs to be aware of their responsibilities and who is in charge. In case of emergency, the club Leader should be in charge of the program site. Back up would be the Co-Leader or other adults present. Expectations of adults regarding their behavior should be clear before the meeting, event or program. There should be agreement among the adults on youth discipline.

Contact between the site of emergency and the Camp Fire office should be as soon as possible after the initial emergency and then as often as needed.

The person in charge at the site of emergency has the following responsibilities:

- Have on hand the names and telephone numbers of Council representatives, parents/guardians and local emergency services.
- Determine the nature of the emergency.
- Have all registration forms available at each meeting.
- Determine the steps needed to be taken for helping the sick or injured.
- Be sure everyone is safe and accounted for.
- Contact the Executive Director.
- Notify the youth's parent(s)/guardian(s) and other appropriate persons.

See Crisis Communication Plan on pages 31, 32, 33 and Emergency Contact Numbers on page 32

Parent Contact

Parents are entrusting Camp Fire with their most precious possession, their children. It is Camp Fire's responsibility to keep the parents informed of the well being of their children and to provide as much support as possible.

The Leadership Team of the program should discuss ahead of time who is responsible for calling parents, under which circumstances and who is to be the backup person if designee is not on site.

In the case of critical injury or death, the parents are contacted in person by the Executive Director, Police Officer and Police Chaplain (if available) as soon as possible after the accident. In emergencies not involving death or serious injury, the Leader will contact the parent by phone as soon as possible after the accident.

If parent(s) or guardian(s) cannot be reached, the Leader should check the youth's registration form for other emergency contacts.

In event of serious injury or death, follow-up support provided for parents and/or legal guardians would consist of staff support, club support, providing meals, caring for younger children and determining general needs of the family.

In the event of a major emergency or disaster, it is the Leader's responsibility to coordinate a plan to contact parents of all their club members to relieve their anxiety and to inform them about what their children are facing. This plan should be developed with the input of the parents in that specific club and could be a calling chain, direct calls, etc. It is important that Leaders carry with them copies of the registration forms and permission slips which give them permission to treat and important health information.

Information given to the parent should coincide with information contained on the incident report form.

Missing Persons

To reduce the risk of a missing person, periodic head counts are advised. It is suggested to break into smaller groups of three to four to train the youth to be “responsible for each other”. In case someone is missing, the following steps should be taken:

- Question those who saw the person last. Was the person angry, depressed, or particularly excited about something? Did the person tell of any plans to go somewhere or have a favorite spot, a friend or a counselor? Ask for time and location last seen. What was the person wearing? Record information.
- Check area where the person was last seen.
- Try to establish if the person left the site and with whom.
- Notify any other responsible persons as needed.

The Leader/coordinator should be ultimately responsible for the immediate search of the site. This person should designate a signal to be used to identify that the person has been found.

If the missing person cannot be found in a reasonable period of time, or if all avenues for searching have been exhausted, then law enforcement officials should be contacted. Information the officer will need is name, age, description of child, description of clothing and last known location. The officer will decide if an immediate Amber Alert is warranted.

Notification of parents and Executive Director should take place as soon as possible by the Leader. An Incident Report should be filed.

Diversion Activities

During an emergency situation, it is often necessary to occupy and/or distract other participants from the emergency. Diversion activities or techniques should be prepared in advance by each Leader to be utilized in an emergency situation. This is why we require a second adult. When planning, it should be taken into account that the emergency could fall into a variety of situations, such as:

- Confinement in a large or small building
- Darkness
- A bus or van breakdown
- Outdoors in adverse weather
- With an injured youth or adult
- In the event of a missing person

A variety of songs, games and other activities should be planned. Consider size of group, size of space and probable length of time.

Sexual Harassment, Discrimination and Child Abuse

Camp Fire is committed to the belief that all volunteers have a right to work in an environment free of sexual harassment including unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature which interferes with work performance or creates an intimidating, hostile or offensive work environment.

It is the policy of the Council to provide an environment free from all forms of discrimination, including harassment. Harassment based on race, creed, color, age, disability, religion, sexual orientation, disabled or veteran status or national origin is considered a violation of policy. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive behavior and will be subject to corrective action.

Age-level curriculum contains information on personal safety for all age groups.

See Child Abuse Prevention Policy page 70

Youth Suicide

Suicide has teetered between the second and third leading cause of death among youth. Every year, half a million young people attempt suicide. A young person's attempt may be based on a combination of long-standing problems coupled with a triggering event. The suicidal young person may reach out or confide in a trusted program leader.

Suicide threats should be taken seriously and reported to the child's parent/guardian and the Executive Director. Procedures for dealing with threats, attempts or warning signs are:

- Don't pull away from them.
- Don't leave the youth alone if the situation is immediately life threatening. If necessary, call a responsible family member or even the police.
- Be sympathetic. Reassure them that they have someone to turn to and that they can be helped.
- Offer to help them but don't agree to keep information confidential if they reveal something that might affect their safety.
- Don't offer reassurances that may not be true.
- Contact the Executive Director to determine appropriate action.

Parents should be notified of threats, attempts or warning signs by someone with a relationship with that parent.

See Crisis Communication Plan on pages 31, 32, 33 and Emergency Contact Numbers on page 32

Responsibilities

Regarding Death

The most difficult incident to address is that of a fatal accident or illness of a youth or adult member participating in a club or camp activity. Because of this difficulty, and the emotional impact of such a tragedy, having a plan in place is essential.

After the emergency, and after steps have been taken for the care of the injured, the first call is to 911. See the Camp Fire Inland Northwest's Emergency Contact Numbers for others to notify before the next of kin.

The person to notify the next-of-kin is the Executive Director, Police Officer and/or Police Chaplain (if available) as soon as possible after the death. Leaders or participants will be informed of a death or serious injury in their family by the Executive Director or an appropriate Council Representative.

In the event of a fatality, the adult in charge of the victim does the following:

- Move the rest of the group to a different area away from the victim.
- Do not disturb the victim or surroundings.
- Call 911. A responsible person should remain at the scene.
- Notify the Executive Director or Council Representative.
- Follow police instructions.
- Do not share information about the accident with anyone, but the police and /or the Executive Director. Only share information with parent's or guardian's insurance representative and legal counsel in the presence of the Executive Director.
- Complete the Incident Report Form and submit it to the Camp Fire Inland Northwest office.

In case of serious accident or crisis, make no public statements. Refer inquiries to the Executive Director.

See Crisis Communication Plan on pages 31, 32, 33 and Emergency Contact Numbers on page 32

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Section III

Forms



YOUTH REGISTRATION

 524 N Mullan Rd, Suite 102 * Spokane Valley, WA 99206
 (509) 747-6191 * campfire@campfireinc.org * www.campfireinc.org

Program Year: _____ Membership Status: ☐ Renewing ☐ New

Club Leader Name: _____ School: _____

Gender: ☐ M ☐ F Birthdate: _____ Age: _____ Current Grade: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address _____ City _____ State _____ Zip _____

Parents / Guardians

Name: _____ Birthdate: _____ Home: _____

Employer: _____ Gender: ☐ M ☐ F _____ Cell: _____

Occupation: _____ Work: _____

Name: _____ Gender: ☐ M ☐ F _____ Home: _____

Employer: _____ Cell: _____

Occupation: _____ Work: _____

Demographics Please answer the following confidential questions to assist us in Grant Writing and Funding. All answers are reported by agency totals, not by individual:

Ethnicity:

- ☐ African American ☐ Japanese
☐ American Indian ☐ Pacific Islander
☐ Asian Indian ☐ White Hispanic
☐ Asian Other ☐ White Non-Hispanic
☐ Chinese

Annual Income:

- ☐ Under \$15,000 ☐ \$35,001 - \$45,000
☐ \$15,000 - \$25,000 ☐ \$45,001 - \$55,000
☐ \$25,001 - \$35,000 ☐ Over \$55,000

Total # in Household: _____

Emergency Contact

Last Name: _____ First Name(s): _____ Home Phone _____ Other Phone _____
 Address: _____ City: _____ State: _____ Zip: _____ Relationship _____

Last Name: _____ First Name(s): _____ Home Phone _____ Other Phone _____
 Address: _____ City: _____ State: _____ Zip: _____ Relationship _____

Persons authorized to pick up my child:

Persons NOT authorized to pick up my child:

Amounts Attached:

Received by: _____ Date: _____

I give my permission that my child (or ward) become a member of the Camp Fire USA Inland Northwest Council (hereafter "Council"). I will assist in observing the rules of the Council and I waive any claims against Camp Fire USA and the Council except for claims arising from gross negligence or willful acts of the Council or its agents that may arise from participation in the activities of the Council. I understand that reasonable measures will be taken to safeguard the health and safety of all participants and that I will be notified as soon as possible in case of any emergency affecting my child (or ward). In the event I cannot be reached in an emergency, I hereby authorize the calling of a physician to provide whatever emergency medical or surgical treatment is necessary. I accept responsibility for the cost of such medical treatments. I hereby agree and consent that Camp Fire USA may publish, broadcast, and/or copyright, for all purposes, my child's (or ward's) statements and/or pictures taken of my child (or ward) and/or my child's (or ward's) property for advertising and public relations purposes, and I waive all claims for any compensation for such use.



Date: _____ Signature: _____

ADULT REGISTRATION

524 N Mullan Rd, Suite 102 * Spokane Valley, WA 99206
(509) 747-6191 * campfire@campfireinc.org * www.campfireinc.org

Program Year: _____ Membership Status: ☐ Renewing ☐ New

Club Leader Name: _____ Program & Position: _____

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss Gender: ☐ M ☐ F Birthdate: _____ Email: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address _____ City _____ State _____ Zip _____

Home #: _____ Cell #: _____ Work #: _____

Associated Organizations

Organization Name	Title	Association

SPOUSE

Name: _____ Gender: ☐ M ☐ F Home: _____

Employer: _____ Cell: _____

Occupation _____ Work: _____

Demographics Please answer the following confidential questions to assist us in Grant Writing and Funding. All answers are reported by agency totals, not by individual:

Ethnicity:

- ☐ African American ☐ Japanese
☐ American Indian ☐ Pacific Islander
☐ Asian Indian ☐ White Hispanic
☐ Asian Other ☐ White Non-Hispanic
☐ Chinese

Annual Income:

- ☐ Under \$15,000 ☐ \$35,001 - \$45,000
☐ \$15,000 - \$25,000 ☐ \$45,001 - \$55,000
☐ \$25,001 - \$35,000 ☐ Over \$55,000

Total # in Household: _____

Emergency Contacts

Last Name: _____ First Name(s): _____ Home Phone _____ Other Phone _____
Relationship _____

Address: _____ City: _____ State: _____ Zip: _____

Last Name: _____ First Name(s): _____ Home Phone _____ Other Phone _____
Relationship _____

Address: _____ City: _____ State: _____ Zip: _____

Amounts Attached:

Received by: _____ Date: _____

I will assist in observing the rules of the Council and I waive any claims against Camp Fire USA and the Council except for claims arising from gross negligence or willful acts of the Council or its agents that may arise from participation in the activities of the Council. I understand that reasonable measures will be taken to safeguard the health and safety of all participants and that I will be notified as soon as possible in case of any emergency affecting my child (or ward). In the event I cannot be reached in an emergency, I hereby authorize the calling of a physician to provide whatever emergency medical or surgical treatment is necessary. I accept responsibility for the cost of such medical treatments. I hereby agree and consent that Camp Fire USA may publish, broadcast, and/or copyright, for all purposes, my child's (or ward's) statements and/or pictures taken of my child (or ward) and/or my child's (or ward's) property for advertising and public relations purposes, and I waive all claims for any compensation for such use.



Date: _____ Signature: _____

Permission Slip

and Information Letter Procedures

Camp Fire Inland Northwest



IMPORTANT: Permission slips must be used for all activities or outings away from the regular meeting site.

Things to remember about permission slips:

1. Permission slips are available at the Camp Fire office or online at campfireinc.org.
2. The Leader fills it out completely, signs it and makes a copy for all children going on the outing. Children must take it home and have their parent fill it out and sign it. The parent keeps the top half and sends the signed bottom half to the Leader for the outing.
3. You may reproduce the form.
4. These permission slips give parents/guardians information about the trip.
5. The form also gives the Leader signed permission for the child to participate. It also contains vital information if applicable.
6. Blanket permissions (ones signed by parent/guardian for the entire year) are NOT to be used. A newly signed permission slip is needed for each trip.
7. Permission slips are collected before leaving on an outing and are taken with the club. If more than one vehicle is used to transport the club, the permission slip for each child must be in the vehicle in which the child is riding.
8. A minimum of two adults must be with the club regardless of the number of members in the club.
9. Leaders must keep the signed permission slips for one school year following the outing.
10. Safety Standards must be met for clubs leaving their regular meeting site. That includes one adult that is First Aid/CPR certified.

Camp Fire Inland Northwest
524 North Mullan Road, Suite 102
Spokane Valley, WA 99206
Telephone: 509-747-6191 or 800-386-2324
Email: campfire@campfireinc.org
Website: www.campfireinc.org

Ratio Policy

Camp Fire Inland Northwest



There must always be at least 2 adults

Groups and/or clubs must meet Camp Fire Inland Northwest standards for adult supervision.

Appropriate adult-child ratios are essential to a positive group experience.

The minimum ratios must be followed.

The preferred ratios will result in a higher quality program.

The following ratios assure good supervision and a mentoring relationship for children:

<div> <div>3rd – 12th Grades</div> <div>1st – 2nd Grades</div> <div>Kindergarten</div> <div>Little Stars</div> </div>		2 Adults	3 Adults	1 Additional Adult for:
	Minimum & Maximum	Fewer than 6, parent should be present	N/A parent should be present	N/A parent should be present
	Minimum	Fewer than 12 children	Group size is 13-16 children	Every additional 6 children
	Preferred	Fewer than 10 children	Group size is 11-18	Every additional 6 children
	Minimum	Fewer than 16 children	Group size is 17-24 children	Every additional 8 children
	Preferred	Fewer than 12 children	Group size is 13-24 children	Every additional 8 children
	Minimum	Fewer than 20 children	Group size is 20-30 children	Every additional 10 children
	Preferred	Fewer than 16 children	Group size is 17-30 children	Every additional 10 children

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 Email: campfire@campfireinc.org
 Website: www.campfireinc.org

Release of Liability and Permission to Treat Form

Camp Fire Inland Northwest



ADULT/CHILD PUBLIC RELATIONS/ADVERTISING RELEASE, STATEMENT OF RELEASE OF LIABILITY & PERMISSION TO TREAT

I hereby agree and consent that Camp Fire may publish, broadcast, and/or copyright, for all purposes, my statement and/or pictures taken of me and/or my property for advertising and public relations purposes, and I waive all claims for any compensation for such use.

I understand that reasonable measures will be taken to safeguard the health and safety of all participants. In an emergency, I hereby authorize the calling of a physician to provide whatever emergency medical or surgical treatment is necessary. I accept responsibility for the cost of such medical treatments.

I will assist in observing the rules of the Camp Fire Inland Northwest. I hereby, for myself and my heirs, executors and administrators, waive and release all rights and claims for damages I may have against Camp Fire Inland Northwest, including Camp Sweyolakan and Camp Dart-Lo, and their agents or representatives, as well as non-member agencies and their agents or representatives for any injuries or action suffered during the volunteer opportunity event.

Event: _____ Held at: _____

Date: _____

Name (print): _____

Signature: _____

(If under 18, parent or guardian must sign below)

Parent or Guardian (print): _____

Signature: _____

Date signed: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

(please print clearly)

Camp Fire Inland Northwest
524 North Mullan Road, Suite 102
Spokane Valley, WA 99206
Telephone: 509-747-6191 or 800-386-2324
E-mail: campfire@campfireinc.org
Website: www.campfireinc.org

Club Travel Permission

Camp Fire Inland Northwest



REQUIRED FOR: All trips outside the Camp Fire Inland Northwest's jurisdiction (map attached) and all overnights away from the club meeting site.

Return form at least 10 days prior to your trip.

Attach a copy of Liability Release & Indemnity Agreement and complete travel itinerary.

Please print or type - pages 45 thru 48 - for complete form

Adult in Charge: _____ Phone Home: _____

Work/cell: _____

Address: _____ City: _____ State: _____ Zip: _____

Club Leader's Name: _____ Phone Home: _____

Work/cell: _____

Date(s) of Trip: From _____ To _____

Mode of Travel: _____

Destination: _____

Destination Address: _____

Emergency Phone: _____

Complete DAILY itinerary MUST BE ATTACHED, including departure and arrival times. Also list lodging locations, telephone numbers, emergency contacts, and plans for returning anyone who becomes ill and can't continue the trip.

Number of Adults:	Number of Youth:
Names:	Names:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Names of Licensed, and Insured Drivers	Driver's License Number, State	Insurance Company Name and Expiration Date
1.		
2.		
3.		
4.		
5.		

First Aid and CPR certified people	Expiration Dates
First Aid	Exp Date:
CPR	Exp Date:

Is camping, or outdoor cooking part of your outing?	Yes:	No:
Name(s) of trained responsible adult(s) and dates trained		
1.	Level:	Date:
2.	Level:	Date:

Is swimming part of the outing?	Yes:	No:
Names of Certified Lifeguard:	Certifying agency/type:	Expiration Date:
1.		Date:
2.		Date:

Further comments about trip:

I have read and shared the Safety Standards with club participants and their parents/guardians. I agree to have a pre-trip orientation with club participants and parents/guardians. I agree to telephone Camp Fire within three days of my return. I verify that any automobile being used will be safety checked before the trip.

At all times permission forms for all minors and health histories for all participants will be in the possession of the responsible adult. A Liability Release & Indemnity Agreement with each participant's parent/guardian signature(s) must accompany this application (attached).

Signature of Adult in Charge: _____ Date: _____

Signature of Club Leader: _____ Date: _____

Signature of Camp Fire Representative: _____ Date: _____

Executive Director

Return this form 10 days prior to trip to: _____

Liability Release and Indemnity Agreement

Inland Northwest Council



Liability Release and Indemnity Agreement. We agree to release, indemnify, and hold Camp Fire Inland Northwest, its agents, officers, and employees harmless from any and all liability claims, actions, judgments, damages, or injuries of every kind and nature whatsoever to the participant and/or his property arising from:

(Description of event/trip)

(Beginning dates of event/trip)

We further acknowledge that we have familiarized ourselves with the proposed trip and understand the hazards and the participant's personal limitations and knowingly assume all risks.

We acknowledge we have read and understand this Liability Release and Indemnity Agreement.

We acknowledge Camp Fire Inland Northwest Policy(s) regarding travel.

Participant's Name: _____

Parent/guardian Signature: _____

Date: _____

Please print or type - pages 45 thru 48 - for complete form

Camp Fire Inland Northwest
524 North Mullan Road, Suite 102
Spokane Valley, WA 99206
Telephone: 509-747-6191 or 800-386-2324
Email: campfire@campfireinc.org
Website: www.campfireinc.org

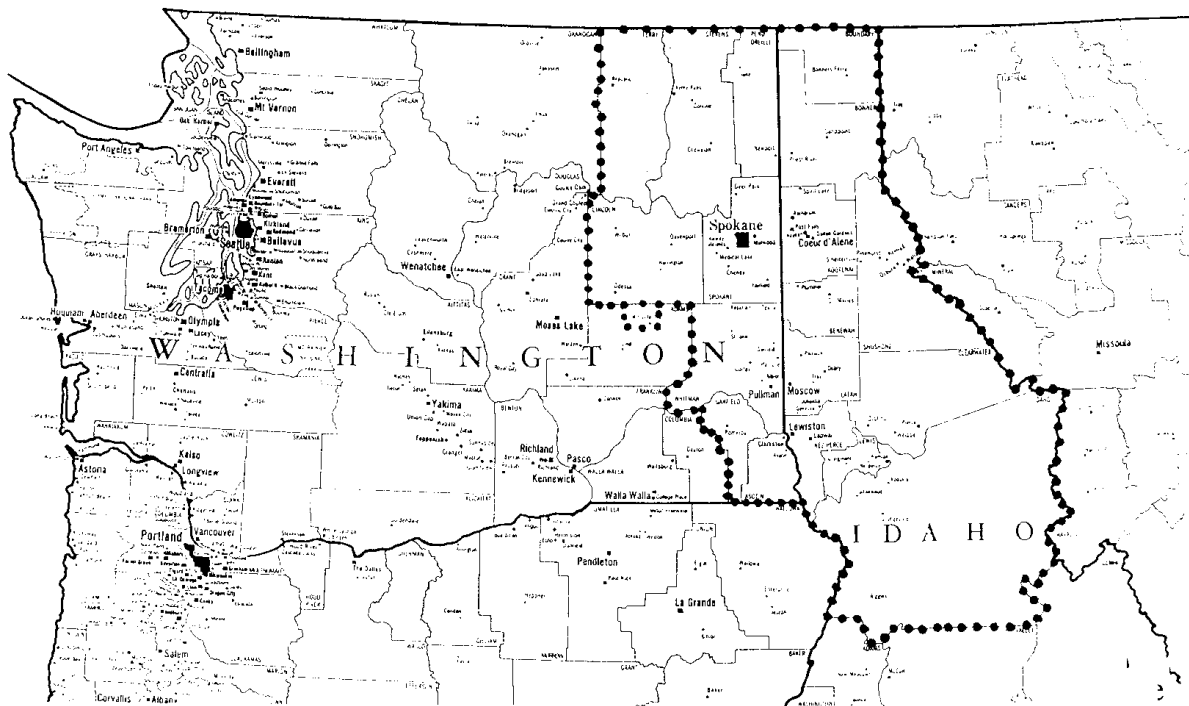
Camp Fire Inland Northwest

Territory



Camp Fire Inland Northwest has jurisdiction over the following territory for the purpose of providing and administering the Camp Fire program:

The counties of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce and Shoshone in the state of Idaho; the community of Ritzville in the county of Adams, the counties of Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens and Whitman in the state of Washington.



Sign for complete form pages 45 thru 48:

Specialized Activity Planning Form

Camp Fire Inland Northwest



Activity:
1. Describe the scope or extent of activity:
2. Specific supervision plan for this activity:
3. What staff, participants and/or guests may participate during supervised activity time and what skill-level or prerequisites are required?
4. How and when is leadership informed of health conditions or medical concerns involving participants?
5. What are the certificates or documented training and experience requirements for leadership?
6. What are the eligibility requirements for participants?
7. What is the supervision ratio?
8. What equipment has been selected for this activity?
9. Who is trained in the use of equipment?
10. Is equipment appropriate for age, size and ability of participants?
11. Who is responsible for safety-checking of equipment?
12. How often?
13. When and how often are practice drills for the use of emergency equipment held? Who is responsible for conducting practice drills?
14. What protective devices are used?

15.	Where is the first aid equipment located for this activity?			
16.	What is the communication system in case of emergency?			
17.	What are the safety rules?			
18.	What is the procedure for persons breaking rules?			
19.	How are participants given orientation training and informed of safety rules?			
20.	What assurance is there that participants understand and appreciate safety procedures?			
21.	What are the procedures in case of emergency?			
22.	In case of emergency, who is responsible for what diversion activities for other participants?			
23.	What are the signals (visual and/or audio) for stopping activity, clearing area, signaling "all ok" or "in trouble," etc.?			
24.	If needed, has the board of directors approved this activity? If no, what is the reason or action needed?	Yes	No	Date _____

Complete pages 49 and 50

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Program Activity

Checklist

Camp Fire Inland Northwest



INSTRUCTIONS: Use this checklist prior to any kind of programming including a club meeting, field trip, campout, etc. to ensure you are prepared for anything!

Complete pages 51 and 52

Do you have:

- ☐ Camp Fire registration forms for each youth?
- ☐ Signed permission slips
- ☐ Appropriate adult to youth ratios and always at least 2 adults?
- ☐ Someone present that is trained in First Aid/CPR
- ☐ A first aid kit available?
- ☐ A cell phone or other means of communication available in the case of an emergency?
- ☐ A copy of the Leader's Safety Manual, just in case?

Have you:

- ☐ Talked to the youth about the rules of the site and of the program?
- ☐ Filled out a Specialized Activity Planning Form, if needed?
- ☐ Gone over security/emergency procedures such as fire, severe weather, evacuation drills?
- ☐ Received the appropriate training, or found someone who is trained, for all of the activities you have planned?
- ☐ Checked with the weather and planned accordingly?
- ☐ Checked the area for hazards and used the criteria in the Leader's Safety Manual to ensure the area is appropriate for use (if using a site for the first time)?

Always Remember:

- ☐ How many people (including adults and youth) are with your group and where they all are at all times!
- ☐ To make sure you have your registration forms and permission slips available
- ☐ Check to make sure the parents or adults that pick-up a child are authorized to do so!
- ☐ To think about all the WHAT IFs that could happen in everything you do!
- ☐ To make sure that the activities you have planned are appropriate for your group!

Site Checklist and Information Sheet

Before you call for an emergency, be prepared to give:

- Name of reporting party (your name and your group's name, i.e. Camp Fire club, etc.)
- Site address and directions
- Site phone number

Phone number and address of site:	Directions to site (to be given to emergency personnel):

Add phone number for each agency			
Fire Department	911	Poison Control Center	1-800-222-1222
Police	911	Health Department	
Sheriff	911	ER for local Hospital	911
Ambulance	911	Veterinarian	
Doctor	911	Animal Control Officer	

If an emergency occurred, we could do the following with the youth (i.e. games, etc.)

Secure the following information for Ambulance and Helicopter Services:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Phone number • Alternate phone number • Estimated response time • Carrying capacity of vehicle | <ul style="list-style-type: none"> • Who goes with injured • Who else can go with injured • What forms are needed |
|---|--|

Secure the following information for the closest Hospital, Doctor, Dentist and any Specialty Units available nearby (i.e. burn units, etc.):

- Closest available
- Directions from site to facility
- How long it takes to get there
- Forms needed
- When it's necessary to call ahead
- Do parents need to be reached before treatment will be given?
- Method of payment required for treatment
- In case of animal bite, are you required to bring in the animal?
- Who should transport the injured to the facility?

Safety Standards

Camp Fire Inland Northwest



Camp Fire is concerned about the health and safety of each person associated with the agency. We want to help protect you, as an adult volunteer, as you teach children good health and safety habits.

The following Safety Standards must be followed at ALL times to ensure that Camp Fire activities take place in a safe and healthy environment. Camp Fire Inland Northwest's liability coverage only applies when ALL safety standards and procedures are followed.

Transportation

- **Drivers:** Must be at least 21 years old. Must have a valid driver's license for the size and type of vehicle driven. Checking proof of age and license is the responsibility of the club leader. **There must never be one adult and one child in the car unless they are their own.**
- **Vehicles:** Must be properly licensed, registered and insured. Checking proof is the responsibility of the club leader.
- **Seatbelts:** All passengers must be in a seat and use a seatbelt. The vehicle must be designed to carry passengers. Do not seat more than one person per seatbelt. The use of car seats or booster seats is the responsibility of the club leader.
- **Permission slip forms:** Drivers must have the Permission Slip forms for each individual in his/her vehicle. Leaders will collect the forms before departing for the destination. **THIS IS MANDATORY. THERE ARE NO EXCEPTIONS. NO PERMISSION SLIP, NO GO!!**
- **Equipment:** All vehicles need to be equipped with a First Aid kit and any federal or state required safety equipment.
- **Safety check:** The driver is to ensure the vehicle is regularly maintained and in proper working order. A safety check by a mechanic must be performed prior to use on trips of three nights or more.

Supervision

- **Ratio of adults to children:** Adequate supervision ratios require a minimum of 2 adults for every meeting or outing.

MINIMUM:
K = 2 adults fewer than 12 children.
3 adults 13-16 children and 1 additional adult every 6 children.

1st and 2nd grades = 2 adults fewer than 16 children.
3 adults 17-24 and 1 additional adult every 8 children.

3rd – 12th grades = 2 adults fewer than 20 children.
3 adults 20-30 children and 1 additional adult every 10 children.

Health and Safety

- **Food:** Club adults should ensure that all menus meet recommended dietary allowances.
- **First Aid – CPR:** An adult with current First Aid and CPR certifications must accompany all club meetings and at all club outings.
- **First Aid kit:** A First Aid kit must be at all club meetings and taken on all outings.
- **Emergencies:** Plan for emergencies. Identify how to handle emergencies prior to departure.
- **Emergency Phone Numbers:** Obtain information on the nearest emergency service. Take Camp Fire emergency phone numbers and emergency contacts for each child.
- **Incident Report forms:** Keep a few “*Incident Report*” forms in First Aid kit and take the forms on all outings.
- **Accident, Emergency, Fatality** Contact the Camp Fire Office immediately. Under no circumstances will any club adults, volunteers or club members talk with the media. **The Executive Director is the official media contact.** Refer all questions from media to the Executive Director.

Outing/Camp Sites

- **Written Permission:** Obtain written permission from agencies or private property owners prior to arranging an overnight or excursion on their property.
- **Security:** It is the club leader’s responsibility to ensure that the site used is safe. The club leader can help members identify dangerous areas that are to be avoided, e.g., rock cliffs, poisonous plants, water, etc.

Club Travel Permission

- **Club Travel Permission:** Fill out the Club Travel Permission form for:
 - All trips outside the Camp Fire Inland Northwest jurisdiction. (copy attached)
 - All overnights away from the club meeting site. (except when using Camp Fire Inland Northwest sites or when attending Camp Fire Inland Northwest events).
- **Time due:** To be completed and returned to the Spokane Camp Fire Office at least 10 days prior to outing.

Safety Standards continued next page...

Special Programs

- **Swimming:** Must be supervised by adults with current Lifeguard Training certification. The following ratios must be met: 1 certified lifeguard for every 25 people and, in addition, 1 adult spotter for every 10 people.
- **Small Craft:
(canoes,
rowboats,
funyaks, etc.)** Must be supervised by adults with current Lifeguard Training certification. The following ratios must be met: 1 certified lifeguard for every 25 people and, in addition, 1 adult spotter for every 10 people. Coast Guard certified life jackets must be worn by all participants.
- **Motorboats:** Must be supervised by an adult boat driver following prudent safety precautions. Coast Guard certified lifejackets must be worn by all youth under age 18 and be immediately available for all other boat passengers. The driver is to ensure that the boat is regularly maintained and in proper working order. A safety check should be performed prior to use. The boat must be properly registered, insured, equipped and operate within state laws.
- **Horses:** Helmets, sturdy shoes and long pants must be worn by all participants. If toe portion of stirrup is not enclosed, a boot with a heel must be worn. A safety orientation must be provided prior to riding.

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Email: campfire@campfireinc.org
Website: www.campfireinc.org

Club Fundraising Guidelines

and Fundraising Application

Camp Fire Inland Northwest



General

For registered clubs and other special Camp Fire Inland Northwest programs:

- The Candy Sale is to be your primary fundraiser.
- Individual clubs may have two moneymaking projects besides their Candy Sale club rebate.
- Club fundraising will only be approved for clubs that sold an average per person of at least their “fair share” in the most recent candy fundraiser.
- The fundraiser must be planned by members and leaders and approved by the parents.
- Application must be approved by the Facilitator of Club Programs and the Executive Director at least four weeks prior to the starting date of the fundraising project. You cannot sell another candy product.
- Door-to-door sales are not permitted.
- No fundraising is allowed two weeks before, during, and two weeks after the annual Camp Fire Inland Northwest Candy Fundraiser.
- No fundraising projects are allowed during the United Way “blackout” times (usually September 1 through November 30).
- All fundraising is governed by local and state solicitation laws. (All members of your club must be REGISTERED to be covered by Camp Fire Inland Northwest.)
- Members must be identified as Camp Fire Inland Northwest.
- At least two adults must always be present.
- A written record (evaluation/summary) must be submitted to the Camp Fire Inland Northwest on all fundraising projects. Use the “Club Fundraising Summary” form for this purpose.

Fundraising Project Guidelines:

- You must have a valid reason for the money-earning project.
- Money-earning projects should not strive to earn more than what is needed for club activities.
- Keep the project simple.
- Give full value for money received.
- Money earned by the members belongs to the club treasury and not to individual members.
- Money earned in the name of Camp Fire Inland Northwest is never given to a member for personal use.
- Projects must be age appropriate.
- Youth must be able to verbalize how the money will be used.
- Provisions must be made to safeguard both the money and the members participating.

Suggested Club Money-Earning Activities:

- Recycle used materials: aluminum cans, newspaper, glass, and metals.
- Organize a garage sale.
- Sell what you make or grow. (Must meet local and state sanitation regulations.)
 - Woodwork: bird feeder or birdhouses.
 - Stationary: greeting cards or party favors.
 - Hand work: macramé, weaving, candles, jewelry, toys, doll clothes or puppets.
 - Plants: small pots of garden flowers, herbs or indoor plants.
 - Dried herbs in small packets or dried flowers.
- Action craft exhibit and sales (see Activity Bead Book).
- Outdoor work such as yard and garden work, harvesting fruit and vegetables.
- Car wash.
- Child care. (Older Youth)
- Gift-wrapping during the holidays.
- Neighborhood shopping and errand service.
- Pet sitting/pet care.
- Parties for younger children.
- School or neighborhood carnivals.
- Plays or puppet shows.

Note:

Your club **MUST** participate in the Annual Candy Fundraiser if you plan to have any other club fundraiser!

Remember:

Your club's rebate from the Annual Candy Fundraiser could be substantial if you and your youth are enthusiastic about the sale!

Club Fundraising Application

Inland Northwest Council



Club fundraising will only be approved for clubs that sold an average per person of at least their "fair share" in the most recent candy fundraiser. All club fundraising must be approved by the Facilitator of Club Programs. The application MUST be in at least 4 weeks prior to the starting date of your fundraiser. Money earned by the members belongs to the club treasury and not to individual members.

Complete pages 58 thru 59

Please print: _____

Date of Request: _____

Leader's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone - Home: _____ Cell: _____ Work: _____

School: _____ Grade: _____

Program: Starflight ____ Adventure ____ Discovery ____ Horizon ____

Number of Youth Participating: _____

Number of packages of candy club sold (most recent Candy Sale): _____

Not applicable if the club is new this year

Briefly Explain Fundraising Project: _____

Date(s) of Project: _____

Specific Place(s) of Project: _____

How much money are you trying to raise? \$ _____

Proposed Specific Use of Funds: _____

(continued)

Are you selling a product? _____

If yes, what? (Be specific: include brand, supplier, etc.): _____

Do you have written ____ or verbal ____ permission from the management of a store?

Full name of Store Contact: _____

Position: _____

Will another club participate on this project? Yes ____ No ____

If yes: Leader: _____

School: _____ Grade: _____

Number of adults chaperoning your club at one time? _____

How will Camp Fire Inland Northwest be identified in your booth or fundraising project?

Present balance in club treasury and club bank account _____

I have read and agree to abide by the Club Fundraising Guidelines. My club members and parents/guardians know about and agree to this project. I certify that my club did participate in the most recent Candy Fundraiser.

In addition, my club has reviewed safety and sanitation procedures as they apply to this project.

Signed _____ Date _____

Club Leader

Return Club Fundraising Application Form to:

Camp Fire Inland Northwest
524 North Mullan Road, Suite 102
Spokane Valley, WA 99206
Telephone: 509-747-6191 or 800-386-2324
Email: campfire@campfireinc.org
Website: www.campfireinc.org

Approved: ____ Not Approved: ____

Executive Director: _____

Approved copies: Facilitator of Club Programs ____

Applicant ____

Club Fundraising Summary

Camp Fire Inland Northwest



It is **REQUIRED** that the Leader of Record complete this form upon completion of your club fundraiser.

Please mail or bring this completed form to the office.

Leader's Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Number of youth in club: _____

Program year: 20 ____ to 20 ____ Starflight ____ Adventure ____ Discovery ____ Horizon ____

Amount made from your fundraiser \$ _____

Money made kept in rebate account through Camp Fire Inland Northwest? – Yes ____ No ____

If yes, date sent to Camp Fire Inland Northwest _____

Funds are deposited in _____ Bank Acct # _____

Checking ____ Savings ____ Certificate of Deposit ____ Other _____

Name(s) on Bank Account: _____

Signature of Leader of Record: _____ Date: _____

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Website: www.campfireinc.org

Club Sponsorships

Camp Fire Inland Northwest



A sponsor can be a school, small business, or group in your local community, which agrees to support the club in any of the following ways:

- Provide a place for the club to meet. A school, church, service club, library, business, or even an individual can support a club by providing a large, convenient place to meet on a regular basis.
- Publicize activities and special events of the Camp Fire club.
- Participate in a club meeting or award ceremony to become acquainted with club members and leadership.
- Help identify potential leaders for the club program.
- Provide items the club can use for craft or program projects.

A sponsor's purpose and objectives must be compatible with those of Camp Fire.

Meeting Places: Must be open to ALL persons and be accessible to persons with disabilities.

Business Sponsors: Our Camp Fire Inland Northwest's agreement with local *United Ways* often prohibits corporations from being approached for sponsorship. If in doubt, contact the Executive Director at the Camp Fire Office.

A Sponsorship Agreement is written between Camp Fire Inland Northwest, the club and the sponsor. It is a good faith agreement between all parties. It describes the responsibilities of all parties and the period of sponsorship. A Certificate of Sponsorship and a letter from the Camp Fire Inland Northwest Executive Director are mailed to a sponsor to be displayed in their building.

Sponsored Camp Fire clubs agree to meet the requirements of facility use and other regulations of the sponsoring organization.

Camp Fire club members and adult Leaders are insured for accidents and have liability coverage when meeting at a sponsor's business/school.

Uniforms purchased by a sponsor become the property of the individual club members.

Camp Fire clubs can assist the sponsor in carrying out their commitment to boys and girls in the community. Service opportunities listed below are a few of the examples clubs have to offer:

- Flag ceremonies
- Litter patrol/grounds maintenance
- Helping at community events
- Guides for open houses
- Community service projects
- Child care for parent events (provided by older youth)
- Youth program enrichment displays for bulletin boards or windows
- Ushering at plays or concert

Sponsors must be open to sponsoring both boys and girls.

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Club Sponsorship Agreement

Camp Fire Inland Northwest



To be completed when leaders arrange sponsorship with a partner company, organization, or individual.

PLEASE PRINT

Sponsor Group/Organization Name: _____

Contact Name: _____

Address of Sponsor: _____ City: _____ State: _____ Zip: _____

Name(s) of Camp Fire Club Leader(s): _____

School: _____

Club Is: New ____ Renewing ____

Did the club sell candy an average of "Fair Share or 75 packages?" Yes ____ No ____

Camp Fire Inland Northwest will:

- Select, train and supervise adult volunteers working with the club
- Provide and safeguard the Camp Fire program;
- Keep the sponsor informed about Camp Fire activities and trends
- Interpret Camp Fire standards and policies.

The Sponsor will:

- Publicize activities of the club to members/employees
- Appoint a liaison member to work with the club
- Offer meeting rooms and provide other support activities
- Support Camp Fire standards and policies.

The Camp Fire Club will:

- Inform the sponsor of and include them in club activities where appropriate
- Keep meeting place clean and orderly
- Recognize sponsor's support of club.

Note: For financial support to be tax deductible, it must be donated directly to Camp Fire Inland Northwest. The club will be reimbursed less a supporting sponsor membership of \$15.

Signature of Sponsor: _____ Date: _____

Signature of Camp Fire Representative: _____ Date: _____

Signature of Club Leader: _____ Date: _____

Leader's Address: _____ City: _____ State: _____ Zip: _____

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EMERGENCY CONTACT NAMES

Camp Fire Inland Northwest



Phone Tree Implementation

The moment solid facts are gathered: who, what, where, when; the next step will be to implement the phone tree. Whoever is first aware of a pending, potential or in real time, a crisis, will be the one responsible for notifying each individual. The order of notification should go as follows:

Title	Name	Cell Phone	Home Phone
Executive Director	Kelly Scalf	509-710-8324	509-292-0663
Board of Directors President	Melissa Cocks	509-998-3699	509-624-0505
Development director???			
Communications manager???			
Director of Finance	Beth Marceau	208-457-9431	
Camp Sweyolakan Director	Misty Humphreys	208-215-6255	
Facilitator of Club Programs	Marcia Asmussen	509-590-5412	509-924-6462
Coordinator of Camp Services	Kari Flint	208-755-7423	
Camp Sweyolakan Site Director			

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Blood borne Pathogens



Camp Fire Inland Northwest

AIDS

Camp Fire recognizes that children and adults with AIDS or AIDS-related illness may wish to engage in as many of their normal pursuits as their condition allows, including work, volunteer activities and participation in programs such as Camp Fire. Therefore, as long as medical evidence indicates that persons with these conditions pursuing such activities are not a threat to themselves or others and these persons are able to meet Camp Fire's standards and requirements for employment, volunteerism, or program participation, they shall be treated consistently with other employees, volunteers and program participants.

At the same time, Camp Fire recognizes its obligation to provide a safe environment for everyone involved in Camp Fire endeavors. Every precaution shall be taken to ensure that the condition of an employee, volunteer, or program participant does not present a health and/or safety threat to other employees, volunteers, or program participants.

Viral Hepatitis – A, B, non A, non B

Hepatitis A – From feces and contaminated food

Pay strict attention to hand washing. Wash your hands with soap and warm water after going to the toilet or changing diapers. Wash your hands before touching food or drinks. Timing is important for immune globulin shots that may prevent hepatitis A.

Hepatitis B – From blood or body fluids, sexually or during birth

Hepatitis B is hardy and easier to catch than you might realize. HBV is found mainly in blood and body fluids. In certain situations, it is up to 100 times more contagious than HIV, the virus that causes AIDS. Hepatitis B virus can survive for up to 7 days in dried blood, increasing your chances of infection. There are an estimated 1 to 1.25 million persons with chronic HBV infection in the United States that are infectious to others. Hepatitis B attacks your liver and can make you extremely ill.

Hepatitis C (non A, non B) – From blood

Follow the same steps as for Hepatitis A and B. At this time there is no vaccine.

Incident Report Instructions

Camp Fire Inland Northwest



Instructions for Filing

Carry several copies of the “Incident Report” form with your packet of *Youth Registration* forms and *Permission Slips* when traveling.

Complete the *Incident Report* form and return it to the Camp Fire office if any of the following conditions have occurred:

- An injury or illness needing more than simple first aid
- A fatal accident or illness at a Camp Fire event or facility
- A serious behavior problem likely to result in physical or emotional harm to the person or others; or harm to property
- A situation which may involve law enforcement authorities and/or the courts
- A site emergency or evacuation; i.e., fire, flood or storm where Camp Fire people and/or property are involved
- A missing person reported to authorities
- An image situation
- Incidents related to the Candy Fundraiser
- Suspected physical, emotional or sexual abuse
- Incidents related to club fundraisers

Find Yourself Wondering?

If you find yourself wondering if an “Incident Report” should be completed, be on the safe side and report it to the Camp Fire office.

Incident Report

Camp Fire Inland Northwest



All incidents involving persons engaged in any activity under Camp Fire supervision, however minor, must be reported.

In case of serious injury, notify the Camp Fire office at once: (509) 747-6191 X10 or (800) 386-2324

Please print or type — fill out pages 66 and 67 for complete form

Full Name of Person Involved: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Date of Birth: _____ Age: _____ Sex: Male _____ Female _____

If a minor, name of Parent/Guardian: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of incident: _____ Time: _____ AM ____ PM ____

Place of incident (give name and address or nearest landmark, street junction, etc.):

Condition of facility or equipment in area where incident occurred (if applicable):

What was the person doing when incident occurred?:

How did the incident happen? (describe fully):

Apparent cause of incident:

(if necessary, attach additional page)

(over)

Complete the Following if Applicable

Complete pages 66 and 67

Which part of the body was injured (be specific):

Treatment preformed; cleaned: _____ treated for shock: _____
applied compress: _____ splinted: _____
controlled bleeding: _____ preformed resuscitation: _____
bandaged: _____ other specify: _____

Treatment given by: Name: _____ Phone: _____
Title: _____

Disposition:	Remained in area:	Sent to hospital:
	Released to parents:	Name of hospital:
	Advised to see physician:	Released to ambulance:
		Name of ambulance: _____
		Released to other: _____
		Specify: _____

Witnesses: (NOTE: attach witness statements to report)

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature of Person Completing Report: _____ Date: _____

Print Name: _____

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Accident, Emergency, Fatality Procedures



Camp Fire Inland Northwest

Camp Fire Inland Northwest is concerned about the health and safety of each person associated with the agency. We want to help protect you, as an adult volunteer, as you teach children good health and safety habits.

Actions to be taken by the adult in charge at the scene of a serious accident, emergency or fatality:

1. Give priority attention to the injured person or persons.
2. Call 911 and secure emergency care (paramedics, police, fire department) as appropriate.
3. In the case of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that the victim and surrounding area is not disturbed until the police have assumed authority.
4. Make no statement, orally or in writing, which could be interpreted as either an assumption or rejection of responsibility for the accident, emergency or fatality.
5. Obtain names, addresses and phone numbers for the "Incident Report."
6. Contact parents/guardians:
 - In minor situations, the adult in charge may contact parents only after first contacting the approved Camp Fire Inland Northwest emergency numbers.
 - In any major accident, emergency or fatality, the Executive Director or his/her designee will contact the parents/guardians.

Camp Fire Inland Northwest Emergency Contact Numbers

Or call these numbers COLLECT in case of an emergency in the following order:

- | | | |
|--|----------------------------|-------------------|
| 1. Spokane Office | Monday-Friday, 8 am – 5 pm | 509-747-6191x10 |
| 2. Executive Director, Kelly Scalf | | Cell 509-710-8324 |
| 3. Board of Directors President, Melissa Crane | | Cell 509-998-3699 |

Accident, Emergency, Fatality Procedures... continued

Important Requirements

1. Make no comments to the news media. Refer news media to the Camp Fire Inland Northwest spokesperson. The Camp Fire Inland Northwest spokesperson is the Executive Director or a person specifically designated by the Executive Director and/or the Board of Directors President.
2. Contact the Executive Director, Board of Directors President or other officer of the Board of Directors to report the emergency and secure assistance.
3. Complete an "Incident Report" and send it to the Camp Fire Inland Northwest office, 524 N. Mullan Road, Suite 102, Spokane Valley, WA 99206.

When a crisis occurs, you may have little time to think or react...

Prepare Manage Respond

Camp Fire Inland Northwest
524 North Mullan Road, Suite 102
Spokane Valley, WA 99206
Telephone: 509-747-6191 or 800-386-2324
Email: campfire@campfireinc.org
Website: www.campfireinc.org

Child Abuse Prevention Policy

Camp Fire Inland Northwest



Types and Definitions of Child Abuse

Physical Abuse - the child has sustained a non-accidental physical injury such as bruises, burns, fractures, bites, internal injuries, brain damage, etc. The injuries may be permanent or temporary.

Sexual Abuse - the child has experienced one of a wide range of sexual offenses such as rape, molestation, indecent liberties, sexual exploitation, sexual misconduct with a minor, communication with a minor for immoral purposes, etc.

Emotional Abuse - results from the non-accidental acts or omissions of a parent or guardian. These may include patterns of isolating, rejecting, ignoring, corrupting or terrorizing the child.

Neglect - results from acts that create a clear and present danger for the child's health, welfare, and safety such as: failure to provide adequate food, clothing, or supervision, abandonment, exploitation, reckless endangerment or other dangerous acts.

Camp Fire's Responsibility to Report Child Abuse

Under Washington and Idaho laws we are required to report all cases of suspected child abuse. When any social service agency (i.e. Camp Fire) has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or the department (CPS).

Protecting Yourself

To protect yourself from being accused of child abuse, NEVER be alone with a child. Always have another adult or child in your presence.

Staff and Volunteer Responsibility to Report Child Abuse

During any Camp Fire activity, any staff or volunteer that suspects child abuse must report it to a Camp Fire staff member or CPS directly and law enforcement. This report must be made immediately if:

- You witness abuse firsthand.
- A child discloses abuse.
- You see evidence of abuse or neglect.

Please fill out an incident report. You or a Camp Fire staff person will use this information when calling CPS or law enforcement.

Penalty of Failure to Report

According to Washington and Idaho law, it is considered a misdemeanor to fail to report suspected child abuse. More importantly, it is our moral and ethical responsibility to protect the safety and well being of the children in our care.

Supervisory Responsibilities of All Staff and Volunteers

Staff and Volunteers are responsible for the health of the children they serve, assuring all medications are taken on time, injuries and illnesses are cared for, and preventative strategies are utilized.

In our organization, all staff and volunteers are responsible for all children's safety.

Corporal Punishment or taking away food *is not allowed under any circumstances!* It is against the law.