

Camp McCumber

Handbook For Rental Groups

Revised 6/7/2016

TABLE OF CONTENTS
CAMP MCCUMBER HANDBOOK

Title	Page
Cover Page	1
Table of Contents	2
Rental Groups Information Page	4
Camp McCumber Directory	5
Directions	6
Map	7
What to bring	8
Supplied by Camp McCumber	8
Parking	9
Check In	10
Legal Responsibilities of the Rental Group	10
Facilities	12
Camp Entrance Requirements	12
Special Activity Insurance Requirements	12
Pet and Animal Policy	12
Prohibited Items	13
Contacting the Camp Manager	13
Restrooms	13
Cabins & Building used by Rental Groups	14
Director's Cabin	15
Health Lodge	15
Recreation Hall	16
Sports & Recreation Facilities	16
Kitchen for use by Groups doing their own cooking	16
Dining Hall	17
Outdoor Facilities	17
Waterfront	18
Restricted Areas	18
Designated Smoking Areas	19
Mail	19
Washing Machine	19
Clothes Drying	19
Telephones	19
Internet Access	19
Permanent Health Record	20
Rental Group & McCumber Employee Interaction	20
Repairs & Maintenance During Rental Sessions	20
Food Service	20
Dining Hall for Groups with Food Service	20
Kitchen for Groups with Food Service	21
Rental Group "Special Needs" – storage	21
Special menus or food	21
Special Food Storage	21
Visitor Meals	22

Food Service & use of Facilities	22
Meal counts & meals away from the dining hall	22
Dining hall bussing procedures	23
Dishes & the dining hall	23
Emergencies	
Emergency response guide	23
Medical emergency or serious accident	24
Fire emergency in Camp	24
Fire emergency near but outside of Camp	24
Fire Protection	25
Fire Drill Procedure	25
Fire Equipment	25
Smoking & Fire Danger	25
Medical Services	26
Emergency Medical Services	26
Law Enforcement Services	27
Lost Camper or Missing Person response	27
Stranger on Camp Premises	28
Departure & Check Out	29
Regulations for Organized Camps	30



**CAMP McCUMBER
RENTAL GROUP INFORMATION PAGE**

NAME OF GROUP: _____

NAME OF GROUP DIRECTOR: _____

NAME OF ASSISTANT DIRECTOR: _____

ARRIVAL INFORMATION

ARRIVAL DATE FOR GROUP'S STAFF: _____

ARRIVAL TIME FOR GROUP'S STAFF: _____

ARRIVAL DATE FOR GROUP'S CAMPERS: _____

ARRIVAL TIME FOR GROUP'S CAMPERS: _____

FIRST MEAL SERVED WILL BE _____ AT _____

DEPARTURE INFORMATION

DEPARTURE DAY AND DATE IS: _____

LAST MEAL SERVED WILL BE _____ AT _____

CHECKOUT WITH CAMP MANAGER WILL BE AT _____

ALL CAMPERS AND STAFF WILL DEPART CAMP BY _____

CAMP McCUMBER CORPORATION
ADDRESS AND TELEPHONE NUMBER DIRECTORY

CAMP PHYSICAL ADDRESS:

Camp McCumber
35440 Deer Flat Road
Shingletown, CA. 96088

CAMP PHONE NUMBERS:

Director's Cabin and Health Lodge (530) 474-1614
Kitchen and Dining Hall (530) 474-5199

CAMP MANAGER

(530) 474-4896

CORPORATE MAILING ADDRESS:

Camp McCumber Corporation
35440 Deer Flat Road
Shingletown, CA 96088

CORPORATE WEB SITE:

www.campmccumber.com

DIRECTIONS

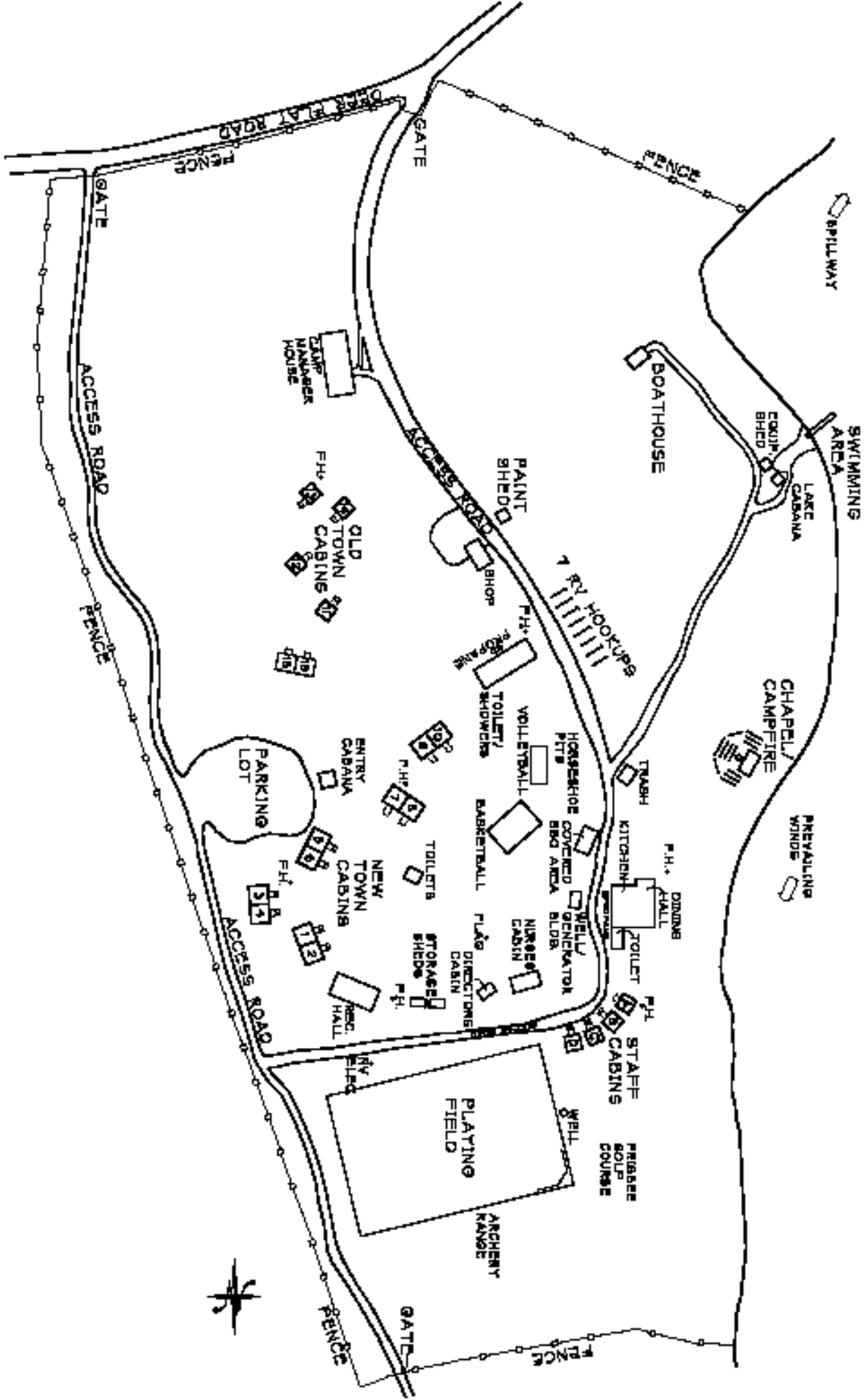
DIRECTIONS TO CAMP McCUMBER

Directions to Camp McCumber from Redding and Interstate 5

1. From Redding and Interstate 5 go EAST on Hwy 44 for 29.3 miles to Shingletown.
2. Continue EAST on HWY 44 (toward Lassen Park) for 7 miles past Shingletown.
3. You'll be getting close to the Camp McCumber turnoff soon after you pass Church Road on the Right hand side of the highway, (south side).
4. Watch for the "Lake McCumber" and "Camp McCumber" green signs about a mile further on the right hand side.
5. Move into the LEFT turn lane and turn LEFT (north) on Lake McCumber Road.
6. Continue on Lake McCumber Road.
7. There will be an "Y" intersection when Ritts Mill Road and Lake McCumber Road meet.
8. Stay to the RIGHT and Lake McCumber Road becomes Deer Flat Road. You'll be heading toward the dam.
9. Continue past the picnic area on your left.
10. The road will narrow to one lane as you pass by the dam (also on left side). You will also pass by a camp ground on your right.
11. Camp McCumber is on the LEFT side, not far from the dam.
12. Pass by the 1st gate and service road and continue to the 2nd GATE and road which is the MAIN entrance for Camp McCumber.
13. Turn LEFT at the Main Entrance and proceed SLOWLY to the large parking area and park.
14. RV's should enter at the 1st gate near the Resident Caretaker's house.

MCCUMBER RESERVOIR

ELEVATION: 4084.80'



CAMP MCCUMBER MAP



WHAT TO BRING

INDIVIDUALS OR GROUP NEED TO BRING THE FOLLOWING ITEMS:

Sleeping bag, pillow, and extra blanket(s)
WARM night clothes (nights may be cold at 4200 feet elevation)
Warm jacket
Sturdy shoes (ground is typical of forest setting)
Flashlight, extra batteries
Solid-toe beach shoes (for use at the Waterfront)
Soap, towels, and other personal items

INSECT REPELLANT

FIRST AID SUPPLIES AND EQUIPMENT

SUPPLIES AND EQUIPMENT THE GROUP MAY WANT TO BRING:

Craft supplies and equipment
Barbecue equipment: charcoal, fire starters, matches, utensils, mitts, etc.
Detergent, and bleach for **washing machine** in Health Lodge.
Fishing poles, tackle, and bait
Archery targets, bows, & arrows (we provide the archery range).
Board games and playing cards
Props, costumes, decorations, tape/staplers/tacks
Portable – PA system – TV – VCR- DVD – CD/Cassette player
Heavy-duty extension cords
Clothesline rope/clothespins (for towels/swimsuits/craft projects)

SUPPLIED BY CAMP MCCUMBER

EQUIPMENT AVAILABLE FOR CHECKOUT TO THE GROUP:

Horseshoes	Tetherball
Basketballs	Baseballs
Soccer balls, small	Disc Golf
Volleyballs	Badminton
Football	Inflation Pump and needles
Ping-Pong nets, balls, and paddles	

Rental Groups will be charged for damaged equipment or for items not returned before leaving camp.

EQUIPMENT PROVIDED BY CAMP McCUMBER TO THE GROUP:

Adult-sized chairs for indoor use, normally used in dining hall (110)
Folding tables, normally used in the dining hall (24)
Stacking chairs for outdoor or indoor use (60)
Metal folding chairs for outdoor or indoor use (50)
Outdoor Picnic tables, both wood and metal, with benches attached (24)
Beds with mattresses located in various buildings and staff cabins (21)
Beds with mattresses located in Health Lodge (6)
All bunk beds have foam mattresses (136)
Brooms for all cabins and buildings (Rakes available for outside of cabins)
Canoes with paddles (11)
Row Boats with oars (4)
Life jackets
Life-saving rings (2)
Ping-Pong tables (3)
Tetherball poles with tetherballs attached (2)
Archery range with hay bales provided. **(Camp McCumber assumes no responsibility of liability or provision of bows and arrows).**

SUPPLIES FURNISHED BY CAMP McCUMBER TO THE GROUP:

Hand soap in restrooms
Toilet paper

PARKING

All vehicles of the rental group will be parked in the large parking lot. The gate beyond this parking lot will be closed except for the following.

1. Vehicles must stay on the gravel road at all times. No cutting across the camp to cabins.
2. You may drive in to load and unload program supplies, equipment, and food. After you unload you must return your car to the main parking lot.
3. Vehicles transporting handicapped persons may pass through the gate and park where needed as long as they are not blocking pedestrian paths and fire lanes.
4. Vehicles of any Camp McCumber Board member or employees hauling equipment or performing work may enter the camp.
5. Commercial delivery vehicles or vehicles of repair persons may enter.
6. The Director and Health Supervisor may bring their vehicles into camp in case of an emergency (do not block fire lanes).
7. You may park vehicles used for towing in the RV area.
8. Special situations should be discussed with the Camp Manager. If you need transportation to get around Camp, most situations can be worked out.
9. Under no circumstances will you drive on the ball field, not even to load or unload equipment.

These rules are necessary for the following reasons:

1. The Fire Marshal wants the volume of vehicles in the parking area.
2. Vehicle traffic is damaging the tree roots and causing some of our trees to die.
3. Dust from the vehicle traffic is a serious problem.
4. Vehicles in the Camp area are creating a safety factor for pedestrians.

RECREATIONAL VEHICLE PARKING: Ten (9) RV parking spaces with hookups (7 with Sewer) are available for use by your group. One (1) may be used by the Camp Host. RV's should enter the Camp at the first gate (service entrance) near the Resident Caretaker's home. Notify the camp Manager if you are planning on using the RV sites. Extension cords for hookups must be supplied by the rental group.

CHECK IN

RENTAL GROUP ARRIVAL TIME:

No part of the Rental Group shall arrive before the time noted on the rental contract without prior permission from the Camp Manager. Rental Group shall direct any early arrivals to plan to use the public campground located by Lake McCumber or suggest a stop in Shingletown.

CHECK-IN PROCEDURES:

The Rental Group Director or another person in charge of the Rental Group must allow one hour prior to moving into any building to tour the Camp buildings with the Camp Manager. At this time all deficiencies will be noted and all items counted.

1. The Rental Group Director will receive instructions on the correct use of the fire alarm system and directions for the mandatory fire drill.
2. The total rental group head count will be given to the Camp Manager.

The Camp Manager will arrange a meeting with the Cook-in -Charge. At this time you will be given a tour of the kitchen, dining area. If the Camp is cooking your meals, times and special preparations will be discussed. If your group is doing their own cooking, complete instructions of equipment use will be reviewed (please have your cook available for the **tour**).

LEGAL RESPONSIBILITIES OF THE RENTAL GROUP

Camp McCumber Corporation offers a group camping facility with limited employed management staff. The Camp has no health supervisor, lifeguard, archery instructor, or other program staff. Camp McCumber Corporation offers the physical facilities to your group, and your group, as the Renter and camping program provider, is required by California Law and Regulation to comply. Some important compliance requirements are listed below. Attachment A to this contract was provided by the Shasta County Health Department to assist with your compliance. Please initial your acknowledgement of each requirement. Family overnight reunions of less than 75 persons, all adult overnight groups, and day use only groups are exempt from (a.) and (b.) below.

- a. Health Supervision, California Code of Regulations, Title 17, Article 8, Section 30750.
The Renter is responsible for the following:
- A designated health supervisor who is present continuously when campers are present
 - Each member of the Rental group must bring a personal health history to camp which includes: health conditions, allergies, medications, activity restrictions, and immunization record. (Sample at www.campmccumber.com)
 - Each member of the Rental group under age 18, not accompanied by parent or legal guardian for the full length of the rental use, must have a parent-guardian signed Emergency Medical Release Statement on file. (Sample at www.campmccumber.com)
 - The group's health supervisor must conduct a health screening of all members of the rental group within 24 hours of arrival.
 - Each Rental group must have a physician on staff or have an "on call" procedure to reach a physician. (Medical Contact phone numbers are posted in Nurses Cabin).
 - The health supervisor must have an established place and procedure for dispensing medication. Medications should be in the original pharmacy container with proper dispensing instructions. Medications must be secured. (The Nurses cabin provides a place for dispensing and a locking cabinet for medications).
- b. Staff Background Checks, California Code of Regulations, Title 17, Article 8, Section 30751.
The Renter must complete a background check on its director, all staff, and counselors.
- c. Compliance with Law. The Renter agrees not to commit, permit, or maintain the commission of any nuisance defined in section 3749 of the California Civil Code. The Renter further agrees to comply with, at its own cost and expense, all statutes, ordinances, regulations and requirements of all governmental entities, Federal, State, County or municipality relating to the Renter's use and occupancy of Camp McCumber whether such statutes, ordinances, regulations and requirements be now in force or hereafter enacted. The judgment of any court of competent jurisdiction, the arrest of an adult staff member of the Renter group, or the admission by the Renter of any violation of the same will be grounds for immediate termination of this rental contract by the Landlord and forfeiture of all contracted fees to the Landlord.
- d. Hold Harmless. The Renter agrees to indemnify and hold the Landlord, and all officers, directors, employees, and agents and the property of the Landlord free and harmless from any and all claims, liability, loss, damage, or expense resulting from the Renter's occupation of camp and use of camp facilities and for negligence or non-compliance with the law.

FACILITIES

USE OF FACILITIES

The Rental Group Director or other person in charge of the rental group will direct the use of all facilities for his/her programs while adhering to the Camp McCumber Corporation policies as listed in the Rental Contract and this Handbook.

The following is a list of general policies and rules for use of the Camp McCumber facilities and grounds.

1. **CAMP ENTRANCE REQUIREMENTS:**

A. In order for your rental group to enter Camp McCumber the following items must have been received by the Camp Manager. (Camp access may be denied if these items have not been received).

1. Cleaning/Damage /Breakage Deposit.
2. Appropriate Camp Rental Fees.
3. Certificate of Insurance as described below:
 - a. General liability insurance will be carried with a limit of not less than \$1,000,000 single limit bodily injury and property damage.
 - b. **Camp McCumber Corporation and Pacific Gas and Electric Company (P.G. & E.)** will be named as additionally insured entities.

B. **Please refer to the Rental Contract for further details.**

2. **SPECIAL ACTIVITY INSURANCE POLICIES:**

If any members of Renter's group will participate in saddle animal activities, motorcycle riding, mini bike riding, snowmobile riding, or in the use of firearms during its rental contract period, even though the activity may not be on the Camp McCumber premises, the Rental Group **MUST** do the following:

1. Notify the Camp McCumber Corporation in advance.
2. Provide an insurance policy to cover the Camp McCumber Corporation for this activity.

NOTE: The notification and insurance policies apply even if the activities will take place off the Camp McCumber site.

Rental Groups using privately-owned water craft including sail boats, row boats, canoes, rafts, or inner tubes, when the McCumber Waterfront is "CLOSED" will do so at their own risk.

3. **PET AND ANIMAL POLICY:**

NO DOGS or other domestic animals shall be brought into camp except for service animals. No wild animals are to be kept as pets on the camp premises.

THERE WILL BE NO EXCEPTIONS TO THE RULES PROHIBITING DOGS OR OTHER PETS AT CAMP BY ANY MEMBER OF THE RENTAL GROUP OR BY ANY VISITOR OF THE RENTAL GROUP.

Saddle animals may be brought onto the camp premises **ONLY** with special permission from the Camp McCumber Manager. The Rental Group must provide a supplemental insurance policy covering the activity.

4. PROHIBITED ITEMS:

A. The rental group shall not allow the following items to be brought onto Camp Property or be used by any person on the Camp property during the term of their rental period.

1. ALCOHOL
2. ILLEGAL DRUGS
3. FIREARMS
4. AMMUNITION
5. FIREWORKS (including firecrackers)
6. TRAMPOLINES
7. SNOWMOBILES
8. ATV's

5. CONTACTING THE CAMP MANAGER:

A. The Camp Manager will be available to the Rental Group Director or other adult in charge of the rental group for questions, comments, and assistance. The time for contacting the Camp Manager will be arranged during the "Check-In" process.

B. If an urgent or emergency situation arises and the Camp Manager cannot be contacted then the Rental Group Director should send someone to the Camp Host to communicate the urgent information

6. RESTROOMS: (All have hot running water)

LARGE RESTROOM-SHOWER ROOM (BOTH BOYS AND GIRLS)

The girls and boys entrance doors are located on opposite sides of the building and are protected by a privacy screen

Showers for girls total (5)--- Showers for boys total (5)--- Curtains provide privacy for each shower stall. There are wooden shower floor slats in each stall, and a bench runs along the wall across from the showers. Hooks are provided for towels at each shower.

Toilets for girls total (3)---Toilets for boys total (2) and a urinal.

Sinks for girls total (5)---Sinks for boys total (5).

Mirrors for girls total (2)---Mirrors for boys total (2)

Narrow shelves are located above the sinks in both the girls and boys area. There is a double electrical outlet in both the girl's and the boy's restroom.

SMALL RESTROOMS:

Toilets for girls total (3)---Toilets for boys total (3) with a urinal.

Sinks for girls total (2)---Sinks for boys total (2) with a shelf above all of the sinks.

Mirrors are in both the girls and boys restrooms.

Electrical Outlets are in both the girls and boys restrooms.

RESTROOM ATTACHED TO THE KITCHEN BUILDING:

These are ADULT ONLY restrooms.

Camp McCumber employee's have priority to these restrooms.

Showers for women total (2)---Showers for men total (2)

Toilets for women total (2)--- Toilets for men total (2) + Urinal(1)

No minors are allowed in this area. Minors must use restrooms/ showers in the main camp.

HEALTH LODGE RESTROOM:

This restroom has (1) toilet, (1) bathtub/shower, (1) sink

7. CABINS AND ALL BUILDINGS USED BY RENTAL GROUP:

1. Items noted as broken, damaged or missing on check **OUT** but not noted on the check **IN** form will be charged against the cleaning and damage deposit.
2. Graffiti in any form will be considered damage.
3. Removal of the plastic covers on the mattresses or foam pads will be considered damage. County Health Laws require all mattresses covered.
4. All buildings used by the rental group must be **cleaned and swept** out prior to check out in order for the rental group to be eligible for a refund of the cleaning and damage deposit.
5. The rental group will have vacated **ALL** buildings at the designated check out time.
 - a. Notify the Camp Manager of any campers who have not been picked up on time by their parents.
 - b. **An Adult representative of the rental group will provide constant supervision of the camper who has not yet been picked up.**
 - c. The **RENTAL GROUP DIRECTOR**, or other person in charge of the rental group, **WILL NOT** leave the camp while campers or other associates with the rental group, remain on the camp premises at the end of the rental contract.

CAMP McCUMBER BUILDINGS

Below is a listing of the buildings and facilities located at Camp McCumber. A brief description is provided. Sleeping Quarters 1 through 15 and the Health Lodge, have a **strobe-light/ siren fire alarms located inside the building.**

QUICK REFERENCE SLEEPING CAPACITY:

CABIN 1: SLEEPS 8	CABIN 2: SLEEPS 8	CABIN 3: SLEEPS 8
CABIN 4: SLEEPS 8	CABIN 5: SLEEPS 8	CABIN 6: SLEEPS 8
CABIN 7: SLEEPS 8	CABIN 8: SLEEPS 8	CABIN 9: SLEEPS 8
CABIN 10: SLEEPS 8	CABIN 11: SLEEPS 10	CABIN 12: SLEEPS 10
CABIN 13: SLEEPS 10	CABIN 14: SLEEPS 10	CABIN 15: SLEEPS 16

ADDITIONAL BUILDINGS AND CABINS

DIRECTOR'S CABIN: SLEEPS 5 HEALTH LODGE: SLEEPS 7

RECREATION HALL: SLEEPS 5

CABIN "A" Camp Office

CABIN "B" SLEEPS 5

CABIN "C" SLEEPS 4

CABIN "D" SLEEPS 4

CABINS A-D

1. Cabins B, C, & D may be available for rental groups to use.
2. Cabin A is located closest to the Kitchen. Cabin A is the Camp McCumber managers office
3. Cabin B is to the right of cabin A. It has electricity, ceiling lights, glass opening windows with screens, curtains, dresser, and five twin beds with mattresses.

4. Cabin C is to the right of cabin B. It has electricity, ceiling lights, glass opening windows, curtains, dresser, and four twin beds with mattresses.
5. Cabin D is to the right of cabin C. It has electricity, ceiling lights, glass opening windows, curtains, a front and back door, dresser, and four twin beds with mattresses.

CABINS 1 – 10 Plus 15 (DUPLEX CABINS):

1. Each side of these duplex cabins has eight (8) bunks, with foam mattresses.
2. An open doorway separates the two sides.
3. Each side has windows and screens.
4. Each side of the duplex has a separate entrance door.
5. There is overhead lighting in each unit.
6. There are limited electrical outlets in each cabin.
7. A ramp at the entrance of these units make them wheelchair accessible with assistance.
8. These cabins are equipped with both sound and visual (strobe light) fire alarms.
9. Cabins are numbered:

Cabin 1 and 2, Cabin 3 and 4, Cabin 5 and 6, Cabin 7 and 8, Cabin 9 and 10, and Cabin 15.

CABINS 11 - 14:

1. Each of these cabins has ten (10) bunks with foam mattresses.
2. Each cabin has windows with screens.
3. Each cabin has 2 separate entrance doors.
4. There is overhead lighting in each unit.
5. There are limited electrical outlets in each unit.
6. Stairs at the entrance makes these cabins inaccessible for wheelchairs.

DIRECTOR'S CABIN:

The Directors Cabin has two rooms: an office, and a bedroom. The office has a lockable entrance door, a counter, a file box, bulletin boards , and 1 desk.

A door separates the office form the bedroom. The bedroom has 5 twin beds with mattresses. There is overhead lighting in the office and bedroom. Curtains serve as coverings on the glass windows. A raised step at each door makes this cabin wheelchair inaccessible.

HEALTH LODGE:

The Health Lodge has a common room, a kitchen, two bedrooms and a full bath .

Common Room has a table 6 chairs, a sofa hide-a-bed, lockable floor to ceiling medicine cupboard , a telephone and several bulletin boards.

Kitchen has a small counter, wall cupboards, a four burner stove top, drawers, sink with hot and cold running water, and a refrigerator.(rental groups should plan to bring, pots and pans, utensils cups, etc. as they are limited).

Bedrooms Bedroom one has 2 twin beds with mattresses, a King bed, a dresser, and a door to the outside with a ramp. Bedroom two has 1 queen bed with mattress, and 2 twin beds with mattresses, dresser, a washing machine, storage closet, and a door to the outside with a ramp.

Bathroom has a sink with counter, hot/cold water, a toilet, and full size tub/shower with curtain.

Lodge has doors that separate the common room from the bedrooms and bathroom. Each room has ceiling lights and glass windows with curtains. **This building is wheelchair accessible and has the main turn on/off for the fire alarm switch.**

RECREATION HALL:

The hall has three rooms a 27 ft X 30 ft common room and two bedrooms. The common room has several picnic tables and 50 folding chairs. Glass windows surround the room. There is a 6 foot hanging shelf unit for storage. The front door is a single door. The rear door is a double door for easy access. Bedroom one has 2 twin beds with mattresses, a window with covering, ceiling lights, and a lockable door. Bedroom two has 3 twin beds with mattresses, a window with covering, ceiling lights and a lockable door.

SPORTS AND RECREATION FACILITIES:

Frisbee (Flying Disc) Golf Course: A nine (9) hole Frisbee golf course laid out around the camp, with various degrees of difficulty. Discs are available for check out.

Waterfront: The Robert J. Tucker Memorial Waterfront offers a floating dock, lifeguard tower, sand beach, marked swimming area, an equipment cabana, an additional storage building, and three permanent benches. Campers provide their own lifeguards.

Basketball Court: The cement pad basketball court is a full size court with a backboard and hoop at each end.

Volleyball Court: The sand volleyball court includes a net.

Tetherball: Two tetherball poles with balls are provided. One is short; the other is tall to accommodate different heights.

Ball Field: The grassy ball field is almost the size of a football field. A backstop is located in one corner (a great place for star gazing at night).

Archery Range: The archery range offers a covered target area with hay bales and is isolated on the opposite side of the ball field from the main camp area. The camp does **not** provide bows, arrows, or targets and assumes no liability.

Horseshoe Pits: Two horseshoe pits are available.

Table Bowling: Two lanes.

KITCHEN: FOR USE BY GROUPS DOING THEIR OWN COOKING:

This is a full service commercial Kitchen consisting of a preparation room, dishwashing area, cooking stoves and ovens, and serving line (recommended that you visit the Kitchen before your camp date).

Equipment (2) conventional ovens, (2) convection ovens, (1) gas griddle. Commercial refrigerators, freezers, milk refrigerators (space may be limited so check with the Cook). 50 cup coffee pot. The kitchen is stocked to serve 130 people with commercial pots and pans bowls, baking pans, utensils for both cooking and eating, plates, cups, glasses, pitchers for drinks and syrups, cereal bowls and serving trays Disposable products are **NOT** provided (napkins, plates, cups, utensils, paper towels, plastic wrap, foil, baggies, charcoal and fire starter).

SUPPLIES FURNISHED BY THE CAMP TO RENTAL GROUPS:

Cleaning supplies: bleach, cleanser, liquid cleaner, dishwashing liquids, grill cleaners, trash bags for kitchen and dining hall, cloth towels, pot holders, aprons.

DINING HALL:

The Dining Hall is attached to the Kitchen building. There is forced air heat with a thermostat in this room.

1. There are two doors for renters to enter and exit the room. The front door is on the west side and has a wheelchair ramp. The rear door has a cement pad and can also be used by wheelchairs.
2. A bank of windows faces the Lake. Additional windows look towards the main camp area on the opposite side of the building. There are no coverings on these windows.
3. A serving counter gives food service access from the kitchen to the dining hall. Wooden shutters can be closed to separate the Dining Hall from the Kitchen.
4. A locking door separates the Dining Hall from the Kitchen.
5. Equipment provided in the Dining Hall includes folding serving tables, dining tables, and chairs to seat up to 130. The seating capacity may vary according to the size of the renters.

OTHER FACILITIES:

The Amphitheater/Chapel has a large ground level camp fire area surrounded by a raised cement ring. Seating is provided by rows of benches arranged on three sides around the camp fire ring. Portable plastic chairs provide additional seating. A small stage is located on the fourth side. There is also an electrical outlet and a streetlight that can be turned on or off in this area.

The Covered Barbecue is located on a raised cement pad. The barbecue itself is a cement block design with a crank operated grate. A small shelf is attached to one end of the barbecue. A permanent serving table is next to the barbecue. There are several picnic tables located in this area. There are electrical lights and outlets for music or night use.

Flagpole: The flagpole is located in the main part of camp. A rope and pulley takes the flag to the top of the pole. Seen easily, it is a good place to meet.

Recreational Vehicle Sites: Seven (7) sites are available for Rental groups to use. Each site has a 30 amp breaker, running water and sewage waste dump. Spaces for 2 additional self-contained RV's are available with water and electricity.

Drinking Fountains: Nine (9) fountains are located at various locations throughout the camp. The drinking water at camp is a cold fed deep well. Cool and no chemicals added.

Picnic Tables: Twenty four (24) wood, metal, and cement are located at various places around camp. 100 plastic stacking chairs are also available to use outside.

Hiking trails: There are two trails that begin in Camp, The trail to the Dam begins near the Waterfront and somewhat follows the Lake edge toward the Dam. Trail number two begins just past the dining hall and goes to the meadow. It is somewhat near the Lake edge and leads out of the camp, through a fence, to the meadow. This trail takes hikers through the most natural, undisturbed area in camp.

WATERFRONT

The rental groups using the Waterfront in any capacity **MUST** assume full responsibility for all Waterfront activities and **MUST** meet the following requirements.

1. An **ADULT** designated as Lifeguard **MUST** be present at all times when the Waterfront is in use. There must be one lifeguard for each 25 campers.
2. This **ADULT** must be currently certified with American Red Cross Lifeguard certification or YMCA certification or equivalent.
3. This Adult must have a current CPR certificate.
4. The lifeguard boat, signal flag and air horn must be located next to or in the lifeguard tower.
5. The Lifeguard must require all boaters to wear life jackets, enforce all McCumber regulations regarding the Waterfront, and ensure that all swimmers, boaters, and fishermen have left the water and that all boats and other equipment are secure before departing the Waterfront Area.
6. Use of the Camp McCumber canoes or rowboats, swimming area and dock is **LIMITED** to **DAYLIGHT** hours.
7. The Waterfront will be closed from one half hour after sunset to one half hour before sunrise. Absolutely **NO** Camp McCumber boats will be used while the waterfront is closed.
8. The Waterfront will be closed **IMMEDIATELY** during rainstorm or thunderstorms, or when lightening is present.
9. The Lifeguard Boat is restricted to Emergency use **ONLY**.
10. Rental Groups using privately-owned water craft including sail boats, row boats, canoes, rafts, or any flotation device when the Camp McCumber Waterfront is "CLOSED" will do so at their own risk.

RESTRICTED AREAS:

The following areas are **OFF LIMITS** to rental groups.

1. The employees break area (behind the Kitchen).
2. The shop building and attached storage area.
3. All electrical power boxes.
4. All propane tank areas.
5. All storage cabinets and water heater closets.
6. Any construction sites or work areas in camp.
7. The Camp Manager's fenced yard.
8. The Camp Host's RV and area.
9. The Waterfront area unless a Lifeguard is on-duty.
10. The boat house.
11. Camp McCumber office located in Cabin A.

DESIGNATED SMOKING AREAS:

Smoking is not allowed inside any buildings! Smoking is allowed in the following areas. Please be sure that ALL pine needles and other debris are removed from any area before smoking.

1. The campfire circle at the amphitheater.
2. The large covered Bar-B-Q area.
3. Behind the Dining Hall..

Shasta County Law prohibits smoking in any public area.

Absolutely NO SMOKING while walking around camp.

MAIL:

1. ALL incoming mail must have the Rental Group's name on it in addition to the individuals name.
2. PLEASE do not have mail sent to Camp if your stay is less than 3 days.
3. Incoming mail will be picked up daily by a Camp Employee and delivered to the Rental Group Director.
4. Outgoing mail should be given to the Camp Manager for mailing (Camp does not provide postage stamps).
5. ALL incoming mail should be addressed as follows: Rental Groups Name, Individuals Name, c/o Camp McCumber, 35440 Deer Flat Road, Shingletown CA. 96088.

WASHING MACHINE:

A washing machine for rental groups use is located inside the Health Lodge. A washing machine for kitchen linens ONLY is located behind the kitchen.

CLOTHES DRYING:

A clothes line and clothes pins are provided behind the Health Lodge. Clothes lines may be hung next to the camper cabins (for safety remove line when clothes are dry). Do not put nails in trees or buildings for hanging your line. As a word of caution, mark your line by tying bright colored cloth pieces on it, so no one accidentally runs into it.

TELEPHONES:

Groups should use a calling card or call collect. Phone calls will be charged to the rental group. Phones are located in the Lodge & Kitchen.

INTERNET ACCESS: Wifi is available at the Health Lodge. It is only meant for the camp leadership and not for the campers. For the wifi password, please see the camp manager.

PERMANENT HEALTH RECORD:

Shasta County requires all camps to maintain a Permanent Health Record Book . Camp McCumber Health Book is located in the Health Lodge and must not be removed.

Each group is required to record in this book each instance of First Aid given.

The following information must be included:

- (1) *Name of the person treated;*
- (2) *Dosage and intervals of any medication dispensed;*
- (3) *First aid or medical treatment rendered;*
- (4) *Name of the person administering the first aid or medical treatment;*
- (5) *Date and time of treatment; and*
- (6) *Date parent/guardian notified of accident, illness or injury.*

Include all injuries occurring on Camp premises, and also injuries during off-site activity during your stay at Camp McCumber.

Illnesses to include are nausea, vomiting, diarrhea, and fever particularly when more than one individual is affected.

Do not include incidents as: administration of prescribed medication, diabetic testing, mosquito bites, splinters, (unless severe) headaches, ear aches, chapped lips, homesickness, pre-existing conditions, or other minor occurrences.

Plan to keep a separate record if your Sponsoring Agency requires it.

RENTAL GROUP AND McCUMBER EMPLOYEE INTERACTIONS:

1. The rental group director, or other person in charge of the rental group, may give permission to the Camp employee's to participate in some evening activities of the rental group. The Camp Manager must also give permission for employee's to attend the activities. Participation in ANY additional activities WILL NOT be permitted.

2. The Camp Manager, Custodian, or Assistant Custodian, are permitted in the cabins or in the cabin areas IF the reason for their presence falls within their regular assigned employee duties, or if required to make an emergency repair.

REPAIRS AND MAINTENANCE DURING RENTAL SESSIONS:

Please report any needed repairs immediately to the Camp Manager. All non-emergency repairs will be handled on a priority basis.

FOOD SERVICE

DINING HALL, FOR GROUPS WITH FOOD SERVICE:

1. The Kitchen Manager and the Rental Group Director will meet before the first meal to discuss and clarify the procedures for use of the Dining Hall.
2. The shutters and doors to the kitchen and pantry will be closed after meal preparation. Any use of these areas by the rental group must be arranged ahead of time with the Cook-in-Charge.
3. Dining Hall use for activities other than regularly scheduled

- meals must be arranged ahead of time.
4. The Camp Manager has final authority over the use of the Dining Hall.
 5. The Rental Group Director or other ADULT person in charge of the rental group will SUPERVISE any after-hours activities held in the Dining Hall. All necessary cleanups, and any damage, will be the responsibility of the rental group.
 6. At the end of any activity in the Dining Hall all lights must be turned off and the doors closed and locked.
 7. Dishes, glasses, and eating utensils are NOT to be taken from the Dining Hall except for emergencies.

KITCHEN AVAILABILITY FOR GROUPS WITH FOOD SERVICE

The Kitchen and pantry are OFF LIMITS to the rental group members and staff members unless PRIOR arrangements are made or the kitchen use is part of your contract.

RENTAL GROUP “SPECIAL NEEDS”

SPECIAL FOOD STORAGE FOR GROUPS WITH FOOD SERVICE:

1. Space for extra food is extremely limited.
2. Refrigerator and freezer space for ALL groups is located in Health Lodge & Directors Cabin.
3. If your group has a special need for additional space contact the Camp Manager at 530-474-4896 prior to you arrival.
4. The food being prepared for your group is delivered by truck and stored in the Kitchen freezers and refrigerators.
5. Ice machines are located in the dinning hall.

SPECIAL MENUS OR FOOD: If your group has special dietary needs or requires a special menu, or specific food items, your requirements **MUST** be submitted in writing 30 days PRIOR to your group arriving at camp. This will ensure that our final menu includes these special needs as our menus and food orders are prepared 30 days in advance.

NOTE: If your group arrives with special dietary needs without prior notification, **ALL** costs necessary to accommodate this need will be added to your camp fees.

SPECIAL FOOD STORAGE:

Refrigerators, and a **SMALL** freezer space for ALL groups is located in the Health Lodge and the Director’s Cabin. If your group has a **special need** for additional refrigerator and/or freezer space, **ADVANCED** notice and coordination with the Camp Manager and the Cook-in-Charge is required.

NOTE: ICE is available from the Camp Manager.

VISITOR MEALS: (For groups with food service)

Anyone arriving at the Camp Dining Hall who is NOT a member of the Rental Group (**i.e. parents, family, special visitors, bus drivers, etc.**) **MUST** notify the Rental Group Director and the Rental Group Director **MUST** notify the Camp Manager and the Cook-in-Charge. “Visitor” meals will be charged to the Rental Group and added to your Camp fees. Our ability to provide “visitors” with meals will depend on the food supplies. Rental groups that allow “visitors” to eat meals without **PRIOR** arrangements may not have enough food to supply their **GROUP MEMBERS** with a meal.

FOOD SERVICE AND USE OF FACILITIES, GROUPS WITH FOOD SERVICE.

Three meals a day will be served on the days that your group are in camp for the entire day. Fewer meals will be served on Check-In and Check-Out days. Please check your rental contract for the number of meals that will be prepared for your group.

Usual time for meals are as follows:

- Breakfast - 8:00 a.m.
- Lunch - 12:00 noon
- Dinner - 5:30 p.m.

Please tell the Kitchen Manager if you would like your meals at any different times.

1. Special Food Requirements must be finalized at least 30 days prior to your arrival in camp. If no notice or shorter than 30 days notice given we may not be able to accommodate your dietary needs. Any last minute special foods needed for campers will be charged separately to your group.
2. Special menus and foods may increase your rental fees for meals and will require extra planning for the cook. Call and talk to the manager directly 530-474-4896 for information and prices.

MEAL COUNTS AND MEALS AWAY FROM THE DINING HALL:

1. Upon arrival at camp, the Rental Group Director, will meet with the Camp Manager and Kitchen Manager to discuss general rules for the dining hall, kitchen, and pantry, and other meal information.
2. During the Check-In procedure the Rental Group Director will give a total head count for meals.
3. Each day the Director will give the Kitchen Manager the meal count for the following day meals (if they differ from the first day).
4. Activities away from Camp require a 24 hour notice if meals are to be packed.
5. Barbecue meals, prepared by the rental group, must be scheduled with the Kitchen Manager before the rental session begins.
6. Members of the Rental Group may be required to assist in the preparation of meals to be eaten away from the dining hall, especially barbecue meals.
7. In case of a cancellation of a hike, or other activity planned away from camp, the prepared sack lunches will be served.
8. Visitor meals are meals provide for anyone not attending camp, and will be charged to the rental group. Before eating Check with the Kitchen Manager to be sure there is sufficient food to feed guest. Otherwise your group may be short on food.

DINING HALL TABLE BUSSING PROCEDURES:

1. Rental groups will discuss with the Kitchen Manager the table setting and bussing procedures. Youth groups may wish to have setting the tables as part of their camp experience, while adult groups may desire the dining room set by the Kitchen Staff.
2. Groups doing their own set-ups will find the kitchen staff will set out clean utensils, glasses, pitchers, napkins, salt and pepper shakers and other items specific to the meal. These items will be available in plenty of time to allow the group to set up before the meals are served.
3. All Rental Groups are expected to participate in bussing the tables after the meal is over. Each person will carry their place setting and trash to the bus table.
4. Groups requiring their campers to participate in the Dining Hall clean-up will remove everything from the table and wash the tables with the cleaning water and towels provided. After cleaning, towels should be returned to tubs.

DISHES AND THE DINING HALL:

All dishes, glasses, cups, and utensils are to remain in the dining hall. This rule applies to all rental groups including those groups who provide their own cook. If you accidentally take dishes out please return them as soon as possible.

In case of illness the Rental Group may send an adult to deliver food to the ill person. Please return dishes as soon as possible.

EMERGENCIES

CAMP McCUMBER EMERGENCY RESPONSE GUIDE

CAMP ADDRESS AND PHYSICAL LOCATION IN SHASTA COUNTY

Camp McCumber
35440 Deer Flat Road
Shingletown, CA. 96088
(530) 474-4896
Health Lodge phone (530) 474-1614

Camp sits on the East side of
Lake McCumber, which is
approximately 7 miles east of
Shingletown off HWY 44.

MEDICAL EMERGENCY OR SERIOUS ACCIDENT:

1. Call 911 immediately in the event of a medical emergency. The Rental Group Director should designate a person to carry out this task.
2. Designate someone to stay with the injured or ill person.
3. Designate someone to go to the MAIN entrance gate to guide the emergency vehicle into camp, or call the Resident Caretaker and request his help in guiding emergency vehicles into camp.
4. If the injured or ill individual needs to be evacuated immediately the rescue helicopter may be needed. The Ball field will be the best place for the helicopter to land.
5. If a helicopter is needed both Mercy Medical Center and Shasta Regional Medical Center have “Flights for Life”.
6. Notify the Camp Manager as soon as possible.
7. Log the incident in the McCumber Permanent Health Record Book located in the Health Lodge.
8. Notify your agency and fill out any reports requested by your agency or Camp McCumber Corporation.
9. Camp McCumber is not responsible for any transportation costs.

FIRE EMERGENCY IN CAMP:

1. Call 911 immediately in the event a fire breaks out in Camp. Designate a person to carry out this task.
2. Sound the FIRE ALARM at the Health Lodge.
3. Have all of your group including staff and visitors precede to the MAIN Parking Lot.
4. Rental Group Directors need to take a “head” count or call roll to insure that all members of your group are present.
5. If necessary, evacuate the Camp premises in an orderly fashion.
6. Follow ALL instructions given by Fire Fighting Personnel.
7. Notify the Camp Manager and the Resident Caretaker ASAP.

EARTHQUAKE:

1. Seek shelter in a doorway or under something sturdy.
2. Sound the FIRE ALARM at the Health Lodge.
3. Have all of your group including staff and visitors precede to the MAIN Parking Lot.
4. Rental Group Directors need to take a “head” count or call roll to insure that all members of your group are present.
5. If necessary, evacuate the Camp premises in an orderly fashion.
6. Follow ALL instructions given by Camp Managers and Emergency Personnel.

FIRE EMERGENCY NEAR, BUT OUTSIDE OF CAMP:

1. Follow ALL instructions of Fire Fighting Personnel.
2. Sound the FIRE ALARM at the Health Lodge.
3. Have all of your group including staff and visitors precede to the MAIN Parking Lot.
4. Notify the Camp Manager and the Resident Caretaker.
5. If it becomes necessary evacuate the Camp premises in an orderly fashion.
6. If required, inform your agency of the situation as soon as it becomes possible

FIRE PROTECTION:

1. If your agency requires it inform the two (2) local Fire Departments of your planned occupation of Camp McCumber it is recommended that you do this well ahead of your camp session. You should include the approximate number of your group and a breakdown of the number of adults and children expected to be present.
2. ADDRESSES:
Shingletown Volunteer Fire Department
Phone: 530 – 474-3914
P.O. Box 266
Shingletown, CA. 96088
California Department of Forestry and Fire Protection (Cal Fire)
Attn: Battalion Chief or Fire Captain
Phone: 530 – 474-3115
Shingletown Unit
32249 HWY 44
Shingletown, A. 96088

FIRE DRILL PROCEDURE:

1. The Rental Group Director, or other person in charge of the Rental Group, WILL conduct a Fire Drill within 24 hours of the rental group arriving in camp.
2. The Rental Group Director will inform the Camp Manager and any McCumber employees (if present in camp) prior to the Drill.
3. The Rental Group Director should inform his/her staff or key people who need to be alerted before the Drill.
4. Sound the Fire Alarm at the Health Lodge for a minimum of three (3) minutes.
5. Have everyone in the camp assemble in the MAIN Parking Lot.
6. Turn off the Alarm.
7. Count “heads” or take roll to insure that all of your group has evacuated the main camp and is in the Main Parking Lot.
8. Explain that this was a Drill but in the event of a real Fire or other emergency the same procedures will be followed.
9. After the Drill is over discuss with staff or responsible group members any problems or concerns and the solutions.
10. If the Group’s response to the first Drill was unacceptable then the Rental Group Director should repeat the Fire Drill Procedure.

FIRE EQUIPMENT:

1. Red Fire boxes are located strategically throughout the Camp premises.
2. The Camp Manager will instruct the Rental Group Director on the proper usage of the fire boxes during the Check-In process.
3. The fire hoses are not to be used for recreational purposes. They are strictly for emergency use only.

SMOKING AND FIRE DANGER: SHASTA CO. LAW PROHIBITS SMOKING IN PUBLIC AREAS.

1. Smoking is permitted ONLY in limited fire-safe areas of the Camp
2. These areas include the Large Covered Barbecue, the Campfire Ring at the Amphitheater, and behind the dining hall.
3. Absolutely NO SMOKING while walking around the Camp.

MEDICAL SERVICES:

1. Each Rental Group MUST furnish its own Camp Nurse or First Aid Person.
2. First aid supplies and equipment must also be supplied by the Rental Group.
3. Minor wounds and problems may be handled on Weekdays at the following medical clinic in Shingletown. Call first to confirm hours as they are subject to change.
Shingletown Medical Center -Call first to confirm X-ray facilities and times
31292 Alpine Meadows Road
Shingletown, CA. 96088
Phone – 530 – 474-3390
Hours: Monday-Friday 9 a.m. – 5 p.m. Closed for lunch from 12 noon – 1 pm

EMERGENCY MEDICAL SERVICES:

MERCY MEDICAL CENTER AND TRAUMA CENTER

2175 Rosaline Avenue
Redding, CA. 96001
Phone: 530-225-6000

Directions Take HWY 44 West toward downtown Redding. Note: HWY 44 becomes HWY 299 West after you cross under Interstate 5.
Continue straight ahead as the freeway ends and you enter downtown Redding. You are on Shasta St.
Continue West on Shasta (do not follow signs for HWY 299) until you come to Court Street. TURN LEFT on Court Street. Court Street is the first stoplight after you go over the railroad track.
Continue South down Court Street for 10 blocks. When you reach the point where the Main Road bends toward the left continue STRAIGHT ahead. (You'll still be on Court). (If you see railroad tracks on your left you are on the wrong road-Railroad Avenue.)
Watch for Sonoma Street as it is just before Rosaline Avenue.

TURN RIGHT on ROSALINE Avenue and follow it up the hill. You'll see signs for the HOSPITAL. TURN LEFT on Airpark Drive (at the first stop sign) into the Mercy Hospital Parking Lot or follow signs to the Emergency Room entrance.

SHASTA REGIONAL MEDICAL CENTER

1100 Butte Street
Redding, CA. 96001
Phone: 530 – 244-5400

Directions Take HWY 44 West toward Redding and downtown. Note: HWY 44 becomes HWY 299 West after you cross under Interstate 5.

You need to be in the Left Lane and slow for the 1st traffic light.
TURN LEFT at that 1st traffic light which is East Street.
As the freeway ends it becomes Shasta Street.

Continue for one and ¼ blocks on East Street. The hospital is on your left.
TURN LEFT following signs to the Emergency Room and parking lot which is immediately past Tehama Street.

LAW ENFORCEMENT SERVICES:

1. Call 911 for emergency law enforcement.
2. The local law enforcement agency is the Shasta County Sheriff's Department.
3. The Shingletown Sheriff's sub-station phone number is (530) 474-5242.
4. If your agency requires, you may notify the Sheriff's Department of your planned use of Camp McCumber in advance by writing to the following address:
Shasta County Sheriffs Department
ATTN: Dispatch, Patrol, and Shingletown Sub-stations
1525 Court Street
Redding, CA. 96001

LOST CAMPER or MISSING PERSON RESPONSE:

1. Remain CALM. The Rental Group Director should be notified IMMEDIATELY.
2. Then immediately contact the Camp Manager at (530) 474-4896.
3. Gather information by interviewing the lost person's friends or cabin mates, staff or anyone that the lost person was last seen with.
4. Get a description of the missing person and he/she was last seen wearing. Ask if he/she has any serious medical conditions.
5. Assemble search teams. Designate team leaders. If the search begins after dark remember to bring flashlights and travel in pairs. One lost person is more than enough.
6. Conduct a systematic search of all of the Camp buildings and recreational areas.
 - a. The missing person's cabin or sleeping area.
 - b. The missing person's car (if they have one)
 - c. The Waterfront area including all buildings, boats, and dock.

- d. Large Restrooms, both boys and girls
 - e. Small Restrooms, both boys and girls.
 - f. Dining Hall, Kitchen, and pantry.
 - g. Showers & Restrooms attached to Kitchen, both men & women.
 - h. All port-a-johns.
 - i. Recreation Hall and bedrooms
 - j. Director's cabin.
 - k. Health Lodge.
 - l. Cabins one (1) through fourteen (15).
 - m. Staff Cabins A, B, C, & D.
 - n. Any Rental Group RV's that are on site.
 - o. The Main Parking Lot including all vehicles.
 - p. Large Covered Barbecue area.
 - q. Fenced-in dumpster area
 - r. Ball field and Archery Range.
 - s. Amphitheater, Fire Circle, and Chapel
 - t. Basketball court, volleyball court, and area around flag pole.
 - u. All off-limit areas including Caretakers residence, shop area, etc.
 - v. Trail to the dam plus both sides of the dam.
 - w. Service road that encircles entire camp plus both entrance gates.
 - x. Trail to the meadow.
 - y. Pump house and outside storage closets.
 - z. Camp Host's RV & vehicle.
7. Inform the Shingletown Sheriff's department sub-station by calling 911 or 530-474-5242. This is mandatory if the missing person is a child under 18 years of age.
 8. Follow ALL instructions given by law enforcement personnel.
 9. Notify your sponsoring agency if required and when time permits.

STRANGER ON CAMP PREMISES:

1. Report ALL strangers immediately to the Rental Group Director.
2. The Rental Group Director should then report all strangers immediately to the Camp Manager. If unable to reach the Camp Manager contact the Resident Caretaker.
3. The stranger in question will be approached by the Camp Manager and directed to leave the camp property.
4. If there is ANY serious concern about the stranger(s) the Rental Group Director should call the Sheriff's sub-station at 911 or (530) 474-5242.
5. A description of the stranger(s) and any vehicles and license plate numbers may be recorded by the Rental Group Director if necessary.

DEPARTURE & CHECKOUT

RENTAL GROUP DEPARTURE TIME & CHECK-OUT PROCEDURES:

1. The entire Rental Group MUST vacate the Camp premises by the departure time noted on the Rental Contract. Another camp may arrive within hours of the end of your Camp period.
2. An ADULT representative of the Rental Group will supervise any camper, staff member, or other member of the Rental Group, who has not been picked up by Check-Out time.
3. The Rental Group Director or person in charge WILL NOT leave the camp while anyone associated with the Rental Group remains on the Camp premises at the end of the rental term.
4. The Rental Group Director must allow sufficient time (approximately one hour) for the check-out tour with the Camp Manager. This Check-Out procedure must be completed prior to the time noted on the Rental Contract as the departure time.
5. Any deficiencies, damage, breakage, graffiti, or missing items will be noted at this time. Charges for cleaning, repairs and replacement will be deducted from the rental group damage deposit.

REGULATIONS FOR ORGANIZED CAMPS

Attachment A

Laws and Regulations Relating to ORGANIZED
CAMPS



**Excerpts from the California
Health and Safety Code
and the
California Code of Regulations**

**2008
State of California
Department of Public Health
1616 Capitol Avenue, 2nd Floor
Sacramento, CA 95814**

(This document is for informational purposes only. Should the reader want assurance that the referenced material is current the codes should be referred to directly.)

Article 8. Supervision

30750. Health Supervision.

(a) Every camper and each staff member entering camp shall furnish a health history of his or her health status that is completed and signed by the individual camper or staff member, or by the parent or guardian if the camper or staff member is under the age of 18. This history shall be kept on-site as long as the camper or staff member is at camp and shall include the following:

- (1) description of any health condition requiring medication, treatment, special restriction or consideration while at camp,**
- (2) record of immunizations including date of the last tetanus shot,**
- (3) record of any allergies.**

(b) signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or camper, except those minors accompanied in camp by a parent or guardian. The local health officer, when necessary for the protection of the health of campers and staff members, may require special inoculations and testing for each camper and staff member entering camp.

(c) There shall be a full-time adult Health Supervisor charged with health supervision at the camp when campers are present.

(d) Health screening shall be conducted under the supervision of the Health Supervisor by qualified staff that meet the requirements of section 30700 (f) for:

- (1) All staff prior to the arrival of campers; and**
- (2) All campers under the age of 18 who are unaccompanied by a parent or guardian within 24 hours of arrival at camp.**

(e) If a physician is not on site when campers are present, arrangements shall be made for a physician to be available on an on-call basis. An infirmary (tentage or other shelter), with provision for isolating patients, shall be provided. Advance arrangements shall be made for the immediate removal of seriously sick or injured campers or staff members to a point of adequate medical care, on recommendation of a physician. This subsection shall not apply to intermittent short-term organized camps operating less than 72 hours except when required by the local health officer for the protection of the health of campers and adult supervisors.

(f) medical logbook shall be maintained by the Health Supervisor which includes at least the following information for each accident, injury or illness:

- (1) Name of the person treated;**
- (2) Dosage and intervals of any medication dispensed;**
- (3) First aid or medical treatment rendered;**
- (4) Name of the person administering the first aid or medical treatment;**
- (5) Date and time of treatment; and**
- (6) Date parent/guardian notified of accident, illness or injury.**

(g) The Health Supervisors or the site operator shall report all occurrences of foodborne illness, suspected foodborne illness, or any other reportable disease as required by California Code of Regulations Title 17, section 2500(b) promptly to the local health officer for the camp location.

(h) All medication brought to a camp by campers that needs to be dispensed by the Health Supervisor or qualified staff that meet the requirements of section 30700 (f) shall be:

- (1) In the original container and labeled in accordance with California Health and Safety Code, Division 104, Part 5, Chapter 6, Article 3, commencing with section 11330, or**
- (2) In containers accompanied by specific written dispensing instructions from a parent, legal guardian, or physician licensed pursuant to Division 2 of the Business and Professions Code, and**
- (3) Stored in a locked container when unattended by the Health Supervisor.**

(i) written health care plan developed and maintained by the Health Supervisor shall be used at the camp. The health plan shall include:

- (1) The responsibilities and authority of the Health Supervisor and other qualified health staff meeting the requirements of section 30700 (f) that provide health care including first aid,**
- (2) The procedures for camp health care and sanitation,**
- (3) record keeping process, plan for provision and maintenance of supplies and equipment, and**

(4) The relationships and agreements with local medical personnel, hospitals, and providers of emergency care and other emergency care providers, and

(5) plan to prevent and control the spread of pandemic flu or other communicable diseases among campers.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.

Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30751. General and Safety Supervision.

(a) When campers are present, every camp shall have a Director at the camp in charge who is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities. The Director shall provide staff for the care, protection, and supervision of the campers. The Director and all camp counselors shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, or U.S. Department of Justice National Sex Offender Public Registry, and a voluntary disclosure statement that contains the same information as standard HR-4 Staff Screening of the Accreditation Standards for Camp programs and Services, American Camp Association (2007 Edition).

(b) When campers are present, there shall be at least one counselor who is a high school graduate or who is at least 18 years of age, for each 10 campers under 16 years of age.

(c) The Health Supervisor shall verify that all counselors have been trained in the principles of first aid and cardiopulmonary resuscitation.

(d) Subsections (b) and (c) shall not apply to intermittent organized short-term camps.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.