



Retreat Planning Handbook

Rentals & Retreats at Camp Sealth
Camp Fire Central Puget Sound



Welcome to the Camp Sealth!

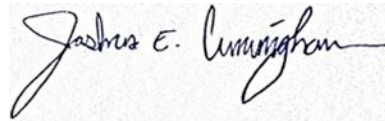
This manual contains all of the information you need to prepare yourself and your group for a stay at Camp Sealth. Our rental and retreat options are entirely customizable to meet the needs of your group for their stay with us. You will be involved from start to finish in tailoring your stay to achieving the vision you have for your retreat. For practical purposes, that means we will ask you to start thinking about programming needs and expectations months in advance of your visit.

Please take some time to review the enclosed materials to familiarize yourself with our facilities, activities and meals, and amenities we have to offer. Feel free to duplicate any information in this packet that would be helpful to keep those within your group informed or to help plan ahead.

We know you have a choice in retreat facilities in this area and we look forward to working closely with you to make this the best venue possible for you and your group.

Come camp with us! We look forward to your visit!

Sincerely,



Josh Cunningham
Retreats & Outdoor Education
Program Manager



Preparing for Your Retreat

Arranging your date

To reserve dates for your retreat at Camp Sealth, begin by contacting the Retreats & Environmental Education Program Manager. It is best if you have two or three dates in mind that work for your group. You will also need to know how long you would like to stay, an estimate of the number of people that you will be bringing, and if you will need food service or a place to cook your own food. Weekend dates especially in May, June and September are extremely popular and first choice is given to returning groups each year.

Follow-up on the details

Once you have reserved your dates, we would like to either meet or schedule a call to delve further into your goals for your retreat and how camp can help achieve them. This will also be a great opportunity to answer any questions. From there, we will work up a contract and estimate to provide to your group and to reserve your dates.

Schedule a tour

Camp is often best seen in person to envision the success of your event! Being able to walk around the grounds, see cabins and event spaces, and ask questions of a staff member as you tour the facilities can be well worth the trip. Please contact our office or the EE/Retreats Manager to schedule a tour.

Group Coordinator Checklist

PRIOR TO CAMP:

- Reserve dates for your visit at the end of your previous visit or as soon as you have potential dates in mind for your first trip (up to a year in advance)
- Return **signed contract** with **deposit** and **proof of insurance**.
- Arrange transportation (please ask the Program Manager if you need recommendations on ferries for timing or possible discounts through Washington State Ferries for bus transportation)
- Arrange for chaperones for your trip; Camp Sealth highly recommends a ratio of 1 adult to 8-10 students. Background checks should be performed for all Chaperones (Check with your school or district for your specific requirements)
- Confirm your **activities, meals, and schedules** with the EE Program Manager.
- Make copies of the schedule, housing, and maps for your chaperones or attendants
- Collect required documentation per your organization's requirements. We highly recommend having a health history that includes consent to treat.
- Arrange for a designated First-Aider to be on-site for your group
- 2 weeks beforehand, we will need the **Special Diets form** and the **Special Needs form** to help ensure we have the correct food for your group as well as if you have special notes on the needs of your participants so we can be prepared to accommodate.
- 2 weeks beforehand, we will need the **Final Confirmation Form** to finalize all details and have on file for your group's visit.

BRING TO CAMP:

- Required forms and documentations for your organization. Extra copies of trail group and housing charts as needed.
- First Aid Kit for your group
- Recommended: Any games cabin time fillers that could be useful for downtimes in the cabin, any specific outdoor /sports equipment you'd like. *(Camp does have a small amount of games or equipment that can be loaned to groups on a case by case basis)*
- Recommended: Durable nametags for campers and chaperones

Events at Camp Sealth

This packet is designed to help you in the planning process, and includes all the information and forms you'll need. The checklist below indicates all paperwork that needs to be turned in to camp. Indicated below are the latest times that these may be completed, and the best method as which to return them to the Retreats & Environmental Education Program Manager.

Paperwork to Return to Camp

<u>Paperwork Name</u>	<u>Form or Email</u>	<u>Return Deadline</u>	<u>Completed?</u>
Group Info Sheet	Either	Up to 1 year prior to event	<input type="checkbox"/>
Housing & Program Rooms	Either	1 month prior to event	<input type="checkbox"/>
Camp Activities <i>(if camp is leading activities)</i>	Either	1 month prior to event	<input type="checkbox"/>
Final Confirmation Form	Form	10 business days prior to event	<input type="checkbox"/>
Food Service & Special Diets Sheet	Form	10 business days prior to event	<input type="checkbox"/>

Policies & Procedures

Please read the Camp Sealth Policies & Procedures, included in this packet. It contains a lot of important information about the facilities, what we are and are unable to provide, and information for in case of emergency information. Please make sure your planned event and activities apply by these rules.

Group Info Sheet

When beginning to plan your event with Camp Sealth – the below information is vital to help start the planning process and help both you and camp prepare for your stay. The form can either be submitted on its own – or the information can be relayed to the EE/Retreats Program Manager in an email.

Ideally all this information will be sent as soon as the event is scheduled, on the calendar, and before registration is put on the website.

Event Name: _____ **Event Date(s):** _____

Group Contacts for Event:

Group Coordinator: _____ E-mail: _____

Additional Contacts: _____ E-mail: _____

Event Information:

Number of participants (***estimation only*** – the final numbers will go on the Final Confirmation Form):

	Date: Arrival Time		Date: Departure Time	
	Youth	Adults	Youth	Adults
Number of participants staying overnight				
Number of <u>day use only</u> participants				

Event Theme if any:

Any special requests, accommodations or concerns:

Housing Overview

Sleeping Cabins

When planning housing for your event, please try to contain your group in as few cabins as possible. This will help us save on cleaning and heating costs for extra buildings you don't need, which keeps our rental prices low. If your group has less than 150 people, we may book another group at the same time. Please talk to us if you're not sure what which units will work best for your group.

Unit	Sleeps How Many?	
Misty Mountain	40	Heated, 1 non-coed bathhouse; 4 cabins with 8 beds each; 2 counselor rooms with 2 beds each; No bunk beds
Milky Way	36	Heated, 1 non-coed bathhouse; 4 cabins with 8 beds each; 2 counselor rooms with 2 beds each; No bunk beds
Medamin*	21	Heated; wheelchair accessible; 5 small rooms and 1 large dorm; most rooms have individual bathrooms; see housing chart for details
PW Lodge, Dorm, & Palmer House*	34	Heated, coed bathrooms; PW Lodge is wheelchair accessible – see housing chart for details; Bunk beds in Dorm and Palmer House
Village*	104	Heated, coed bathrooms; 1 cabin in wheelchair accessible; 8 cabins with 9-10 beds each; 4 counselor rooms with 2-3 beds each; Holiday House houses 13 in two separate rooms; most rooms have bunk beds
Blueberry Hill	175	Unheated (May through September only); 1 non-coed bathhouse; Each cabin has camper room with 9 beds, counselor room with 2 beds; Porky Porcupine houses 11 in two separate rooms; most rooms have bunk beds
Horizon/Hilltop (AKA Magic Hill)	64	Unheated (May through September only); 1 non-coed bathhouse; most cabins have camper room with 10 beds and a counselor room with 1 bed – see housing chart for details; most have bunk beds
Wrangler	60	Rented separately from main camp units; different rates apply; heated, bathrooms in all sleeping cabins, 1 building is wheel chair accessible

***Please note that from year-round, one or more of these buildings may be unavailable (used as housing for spring and fall program staff and AmeriCorps volunteers). Check with camp staff for availability.**

Housing Overview Program Space

Program rooms, with the exception of Rounds Hall and Parson's Lodge, are included in the price of your lodging. Round's Hall and Parson's Lodge are charged on the days when there is no food service for groups having less than three meals. For groups not having any meals, there is a charge each day for the space.

Room	
Rounds Hall	Space for up to 500; tables, benches, optional stage, fireplace, microphone/speakers/sound system, piano – this is also the main dining hall (\$250)
Misty Mountain Lodge	Space for up to 30; sofas, fireplace & kitchen, tables and chairs, small room that sleeps 2
Birdcage	Space for 50 – 100; kitchenette; round tables and chairs, restrooms in the building; lots of counter space and lab sinks; dividers can split the room into two spaces, plus front and back porches with picnic tables
PW Lodge	Space for 15 – 20; sofas, wood stove, & kitchenette; good view of the water, tables and chairs are available
Lower Shutanka	Space for 60; sofas, fireplace, & kitchen, tables and chairs available
WoHeLo	Space for up to 30; sink & refrigerator; tables and chairs and a lot of counter space
Holiday House	Space for 15 – 20; older building – does not heat well (not recommended for winter use); upstairs has housing for 13 plus two bathrooms and kitchen, fireplaces; bottom level is split into two rooms, each with a bathroom; one room downstairs has a kitchen
Parson's Lodge	Space for up to 60; full commercial kitchen; sofas, tables, and chairs; coffee makers, men & women's bathrooms, TV/DVD player

Housing & Program Rooms

Sleeping Units

When planning housing for your event, please try to contain your group in as few cabins as possible. See the Housing section of the manual for details on each unit.

We are interested in using:	Unit	Sleeps How Many?
<input type="checkbox"/>	Misty Mountain	40
<input type="checkbox"/>	Milky Way	36
<input type="checkbox"/>	Medamin*	23
<input type="checkbox"/>	PW Lodge, Dorm* & Palmer House	36
<input type="checkbox"/>	Village*	104
<input type="checkbox"/>	Blueberry Hill	175
<input type="checkbox"/>	Horizon/Hilltop (A.K.A. Magic Hill)	64
<input type="checkbox"/>	Wrangler	60

*Check for availability in the spring: Upper Holiday House, PW Dorm or Medamin

Program Rooms

We are interested in using:	Room
<input type="checkbox"/>	Rounds Hall
<input type="checkbox"/>	Misty Mountain Lodge
<input type="checkbox"/>	Birdcage
<input type="checkbox"/>	PW Lodge
<input type="checkbox"/>	Lower Shutanka
<input type="checkbox"/>	WoHeLo
<input type="checkbox"/>	Holiday House
<input type="checkbox"/>	Medamin
<input type="checkbox"/>	Parson's Lodge

Activity Options

There are several camp activities that are staffed by Sealth and available to students during their stay at camp. These activities can be offered as classes, choice time activities, or both. Participant guidelines are as follows.

CANOEING

Skilled Camp Sealth staff supervision is required for canoeing. Personal Flotation Devices must be worn by each person on the dock or in a canoe. Participants also need to be attentive and conduct themselves safely and cooperate with others.

Lifeguard coverage is 1:25 for all persons in the water or on the docks. An adult must be present on lookout for each 10 students active in these areas. Adults not acting as lookouts are encouraged to participate with fellow participants

Waterfront Rules:

- The water and boats are closed to everyone except when waterfront staff are on duty at a designated area.
- Walk on docks. (No running)
- The touch tank dock is off limits except during a Marine class provided by Camp Sealth Staff.
- Ensure floating docks remain level and stable.
- Respect others. Pushing, shoving, splashing, and rock throwing are prohibited. Rocks may be thrown in the water south of the touch tank dock as long as students' feet are at the water's edge.
- The canoe area is north of the touch tank dock to the Kiwanis steps, and no farther than 50 yards from shore.
- Shoes must be worn to and from the waterfront.

ARCHERY

Sealth has three archery ranges, one near the Wrangler unit in upper camp, and one near the Milky Way unit just outside of main camp. The archery ranges and their equipment are available for use by participants only when a qualified archery instructor is present and safety rules are in practice. Archery is offered to participants in grades 4 and above. Participants need to be attentive, conduct themselves safely, and cooperate with others. All participants will wear close toed shoes while on the range. All shooters will wear an arm guard and finger tab when shooting.

ARTS & CRAFTS

Sealth offers a variety of arts and crafts projects for groups. Participants will be matched with materials and equipment that is appropriate for their age and ability. The adult-to-student ratio with crafts projects is 1:12. Adults attending with youth groups will help Sealth staff with supervising and assisting youth while they work on their projects. Possible projects may include (dependent on age and supplies available):

- Tie-Dye (Groups/participants should plan to provide their own materials to dye)
- Candle-making
- Painting
- Pet Rocks / Mandala Stones
- Fuse Beads
- Papercrafts
- Nature-based crafts

ENVIRONMENTAL EDUCATION / NATURE

Camp Sealth staff can provide an array of classes and activities related to the beautiful ecosystems we have on property. Engage any age group in one or more of the classes below for a chance to explore the natural world and get a hands-on learning experience.

- Marine Ecology / Touch Tanks
- Forest /Wetlands
- Wildlife
- Sustainability
- Outdoor Living Skills

CHALLENGE COURSE

The challenge course (low ropes course) is a tool for team-building, individual confidence building and fostering good communication in a group of people. Facilitators balance fun, teamwork and learning through a series of physical and mental activities. Challenge begins with games and group initiatives for participants to get to know each other, then groups can progress to the low ropes course as they begin to function as a team.

Camp Activities

Event Name: _____ **Event Date(s):** _____

Depending on the activity or the number of participants, more than one instructor may be required. Check the box next to all activities your event is planning to offer.

<input type="checkbox"/>	Archery <i>One staff per range; 2 ranges with up to 12 youth per hour.</i>	# Instructors:	# Hours:	Day/time(s) Archery is offered:
		Which range(s) will you be using? <input type="checkbox"/> Upper <input type="checkbox"/> Lower <input type="checkbox"/> Both		
<input type="checkbox"/>	Waterfront <i>April through October only, limited. <u>Minimum</u> two instructors for up to 20 participants. 1 more instructor per additional 10 kids. Group must also provide 1 adult volunteer to assist as a lookout for every 15 participants.</i>	# Instructors:	# Hours:	Day/time(s) Waterfront is offered:
		Activities you want: <input type="checkbox"/> Fishing (all ages) <input type="checkbox"/> Swimming (all ages) <input type="checkbox"/> Canoeing (gr. 4+) <input type="checkbox"/> Funyaking (gr. 7+) <input type="checkbox"/> Rowing (gr. 1+, need one adult per 3 kids)		
<input type="checkbox"/>	Touch Tanks <i>April through October only – check with camp to ensure availability. Up to 15 kids at a time in 30-minute blocks.</i>	# Instructors: <b style="font-size: 1.2em;">1	# Hours:	Day/time(s) Touch Tanks are offered:
<input type="checkbox"/>	Group Initiatives/Teambuilding <i>One staff for up to 15 participants.</i>	# Instructors:	# Hours:	Day/time(s) initiatives are offered:
<input type="checkbox"/>	Challenge Course (low ropes) <i>One facilitator for up to 15 participants. Groups meet at Dupar Meadow – allow 15 minutes to travel to/from Challenge. Includes Bouldering Wall. Time blocks should be no less than 90 minutes – 2 hrs recommended.</i>	# Instructors:	# Hours:	Day/time(s) challenge is offered:
<input type="checkbox"/>	Other Activities <i>Examples include: guided hike, nature studies, games, marine science, arts & crafts, Star Lab (astronomy.)</i>	# instructors:	# Hours:	Activity: Day/time(s) offered:

Will you be providing any of your own staff?

Are they currently certified and can you provide proof of that certification?

Food Service Information

Meal Times and Cost

The cost for meals is per person. Snacks, ice cream dessert bar, salad bar or other extras are available for an additional charge. Meals are served at the times listed below but can be altered to fit the needs of your group.

Breakfast (8:00 AM)

Lunch (12:30 PM)

Dinner (6:00 PM)

Coffee Bar Service

Coffee bar is included on the days we are providing meal service.

Kitchen Patrol (KP)

Please assign a group of helpers (youth or adults) for KP at each meal to set-up and clear the tables before and after the meal. KP needs to arrive fifteen to thirty minutes before the meal, and stay fifteen to twenty minutes after the meal. Camp staff will direct KP in how to set-up and clear. The number of KP depends on the total size of your group. *Please refrain from sending more than the recommended number of KP's to cut down on traffic in the dining hall.*

Total Group Size:	Number of KP's:
Up to 50	6 – 8
50 – 100	8 – 12
100 – 150	12 – 15
More than 150	15 – 20

Tables

Meals are served family-style, so the kitchen prepares food in portions of 8 for each table. When returning your paperwork, please indicate how many tables your group needs on the Food Serve & Special Diets Form. If your group would prefer a meal served buffet-style, please let us know!

Food & Themes

Sealth's Food Service Manager has a lot of experience cooking for kids – she makes great, kid friendly meals with plenty of options. Occasionally, we can make meals that go with your weekend's theme.

We are happy to work out with you a specific meal plan to fit your time here, please inquire if you're wondering what we have planned or would like to make specific requests.

Special Diets

Vegetarian options are always available – fresh fruit is always available in lieu of desserts with sugar. Sealth will accommodate allergies, medical conditions with diet restrictions, and vegans when simple substitutions are possible. We do not accommodate for personal choices such as weight loss diets. Your group will have access to the menu in advance, and there is a kitchen adjacent to the dining hall that those individuals who need additional food items can use. Please ask all participants if they have any special dietary needs, and complete the special diets list. Please keep in mind that an option is not guaranteed for everyone on the list – refer to the menu if you're uncertain or contact Camp Sealth staff.

Food Service & Special Diets

Return at least 10 business days before your event.

Event Name: _____ **Event Date(s):** _____

Meals at camp are served family-style, so the kitchen prepares meals in portions of 8 for each table.

How many tables does your group need? _____

Please help us be ready for your group by:

1. Asking group participants in advance about allergies and food intolerances (not preferences).
2. Please list individual names (i.e., instead of writing “3 vegetarians”)

Camp Sealth does not provide meals for diets or weight loss plans. These requests are reserved for those with allergies. A refrigerator is available for individuals that have special diets but do not have allergies or serious medical

Person's <u>Name</u>	Name of medical condition	This person is allergic to and can NOT have:								Other (describe)
		Red Meat	Poultry	Pork	Fish	Eggs	Milk or Dairy	Nuts	Gluten Intolerance	
TOTAL NUMBERS:										

SAMPLE MENUS

				<i>75 count or less only</i>
Break Fast	Cheesy eggs Home fries w/ dice onions or hash browns Catsup Coffee cake Fresh cut fruit , yogurt cart Cereal bar w/ bananas, hot oatmeal, condiments 100% juice, Milk	French toast Butter, syrup Sausage or scram eggs Fresh cut fruit, yogurt cart Cereal bar w/ hot oatmeal bananas, condiments 100% juice Milk	Belgium waffles Whip cream, strawberries Butter, syrup Bacon or sausage Fresh cut fruit, yogurt cart Cereal bar w/ bananas, hot oatmeal, condiments 100% juice Milk	Eggs benedict Home fries w/ onion and peppers Catsup Fresh fruit , yogurt cart Cereal bar w/ bananas Hot oatmeal, condiments 100% juice Milk
Lunch	Teriyaki skewered chicken Fried rice Asian coleslaw Egg rolls w/ soy sauce Ginger cookies Ice water Milk	San Antonio steak salad Served over spinach, baby greens, mushrooms with a Dijon vinaigrette Artesian rolls w/ butter choc chip cookies milk ice water	Curried chicken salad Over a bed of gourmet greens Warm Indian pita bread Fruit salad Cherry Choco bars Milk Ice water	Pulled pork sandwiches WW hamburger bun BBQ pulled pork Tator tots or joes w/ catsup Coleslaw Veg cart w/ dip Cherry mousse squares Ice water Milk
Dinner	BBW skewered chicken Rice pilaf or au gratin potatoes Steamed veggies Deluxe salad w/ topping and dressings Dinner rolls w/w butter Berry cobbler Milk Ice water	Build your own fajitas Flour tortillas Beef or chicken Black beans Mexi rice Saluted onions and peppers Shred cheese, sour cream, dice jal peppers Shred lettuce tortilla chips Choc mousse pie Milk Ice water	Baked chicken Baked potatoes w/butter Sr cream, bacon bits, chives Steamed broccoli w/ cheese sauce on side Deluxe dinner salad w/ toppings and dressings Dinner rolls w/ butter Apple pie Milk Ice water	Creamed chicken over Puff pastry cup Steamed veggies Deluxe dinner sad w/ toppings and dressings Apple crisp Milk Ice water

Break fast	Corn beef hash Scrambled eggs Biscuits w/ honey butter Fresh cut fruit and yogurt cart Cereal bar w/ bananas, hot oatmeal, condiments Orange juice, milk	Scones-blueberry or lemon Strata w/ ham or sausage Hashbrowns or home fries w/ catsup Fresh cut fruit and yogurt cart Cereal bar w/ bananas, hot oatmeal condiments Apple juice, milk	Frittata w/ sausage Fresh muffins Fresh cut fruit and yogurt cart Cereal bar w/ hot oatmeal bananas, condiments Juice 100% Milk	Pancakes buttermilk Butter, syrup Sausage or scram eggs Fresh fruit, yogurt cart Cereal bar w/ bananas hot oatmeal, condiments Juice 100% milk
Lunch	Greek chicken wrap Pasta salad Deluxe green salad w/ various dressings Cookies Ice water, milk	Tortilla soup Cilantro lime chicken salad wrap Tortilla chips w/ salsa Churros	Sub sandwiches Chicken wild rice soup w/ crackers or pasta salad Chips Veg cart w/ ranch dip Cookies Milk, ice water	Hamburgers Joes or Tator tots w/ catsup Burger set ups Cheese platter Veg cart w/ dip Cherry Choco bars Milk Ice water
Dinner	Beef stroganoff over egg noodles or rice Steamed veggies Deluxe green salad w/ toppings and various dressings Cake w/ frostings Ice water Milk	Baked chicken Rosemary baked potatoes or stuffing Gravy Steamed veggies Deluxe green salad w/ toppings and various dressings Rocky road pie Milk, ice water	Pasta w/ marinara Meatballs served separately Parmesan cheese Salad bar w/ dressings Garlic bread Steamed veggie Cake W/ frosting Milk, ice water	Pork roast w/ applesauce on side Augratin potatoes Gravy butter flake rolls w/butter Steamed veggies Deluxe salad w/ topping and dressings Apple crisp

Group Responsibilities

First Aid and CPR — Groups are responsible for providing a first aid kit and one or more designated First Aid Providers who will be on-site and available at all times during your stay. A First Aid Provider is a physician, nurse, or person who has a current American Red Cross standard first aid and CPR certification or equivalent. Camp staff can familiarize this person with Vashon Island medical aid and clinic contact procedures prior to the event. Groups are also responsible for providing their own transportation for any and all emergencies, including trips to any medical care facilities. The Island's 9-1-1 and local fire department service uses ambulances, its own aid car, or Airlift Northwest in severe cases.

User groups are responsible for providing:

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

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

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

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

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

Participant Behavior — Groups are fully responsible for their participants' actions. Be sure that your attendees know and understand the rules and their responsibilities while they are at camp. We expect all participants to respect the camp facilities, environment, and other participants. Should a behavior incident occur, Camp Sealth staff reserve the right to ask any participant to leave a class, scheduled activity, or camp property whilst in communication with the User Group Coordinator.

Reviewing the policies and procedures and setting expectations with the members of your group can truly set you up for success!

Providing Counselors/Chaperones — For any youth groups, groups and their participants have primary responsibility for all youth supervision. We recommend a 1 to 8 ratio (1 adult to every 8 youth)..

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

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

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

Camp Stewardship

To make Camp Sealth a clean, safe, and pleasant place to study and live in, everyone needs to do their part. Students will be expected to clean up after themselves.

Bathrooms

Participants are responsible for keeping the bathrooms they use neat and tidy. There will be many people using the bathrooms and it is important that everyone take part in keeping this space clean for everyone. Additional cleanings can be scheduled for your stay with us for an additional cost.

Cabins

To help make cleaning up on the last day go faster, it may be wise to ask participants to clean their cabins daily.

Clean Up and Check Out

At the end of your visit we expect the students to leave their cabins in the same condition they found them. Your host will go over cleaning expectations and arrange an appropriate check out time for your school. Cleaning responsibilities are listed in the Policies and Procedures section.

To ensure a quick and smooth check out, we suggest that you:

- ◆ Allow adequate time in your schedule for clean up.
- ◆ Organize clean up teams to pick up garbage around cabins and clean up bathrooms during the week.
- ◆ Assign clean up responsibilities in advance.
- ◆ Provide adult supervision for students helping with clean up.
- ◆ Conduct a preliminary check of clean-up in all buildings prior to our final inspection and prior to dismissal of participants.

As cabins are cleaned, we ask your guests to remove their gear upon check-out.

Camp staff never expect your group to use chemicals to clean. The camp staff are responsible for sanitizing bathrooms and cabins.

What to Expect First & Last Days

WHAT TO EXPECT THE FIRST DAY

Arriving at Camp

On the day you arrive, Sealth staff will meet you in the orchard at the bottom of the camp driveway. Our staff will help any busses turn around before unloading. Cars should park temporarily along the road in the Orchard or in front of the camp office. Once everyone has arrived and unloaded their gear, Camp Sealth staff will let you know the best place to park cars for during your stay.

Orientation

This is our opportunity to welcome you to camp. The orientation includes a quick over view of camp facilities, an introduction to our dining hall procedures, and a review of rules and expectations for all guests. This is a great time for any announcements you have. You will schedule when this orientation occurs ahead of time with the EE/Retreats Program Manager, but we ask that it is closest to the arrival of the majority of your guests.

Host

Camp Sealth provides staffing for your event as well as an on-site host that will work to ensure that you and your guests have the best stay possible. The Camp Sealth host is responsible for providing the best overall experience for the guest group, checking in and out, communicating and enforcing camp policies, assisting with facilities issues troubleshoot staff or scheduling problems, and being available and accessible in case of an incident or emergency. The host works with the coordinator in particular to establish a system of communication that best suits the size and needs of the group.

WHAT TO EXPECT FOR DEPARTURE DAY

Clean Up and Check Out

At the end of your visit we expect the guests to leave their cabins in the same condition they found them. The morning of departure we encourage everyone to be packed and their cabins clean before any final activities occur. The Camp Sealth host will work with the group and group coordinator to confirm cleaning expectations and schedule a final- walk through.

Walk-Through

At the conclusion of the event, the Camp Sealth host will Conduct a walk-through of all facilities used: check for cleanliness, broken equipment, etc. If there is any damage, the group coordinator will be informed and further details can be discussed. This is also an opportunity to check for lost and found and the return of any loaned equipment.

Please note that the group's event coordinator cannot leave the site until all guests and cars have left.



Camp Sealth Policies & Procedures for Your Event

1. FINAL ARRANGEMENTS

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

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

Arrival of the Event Coordinator

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

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

Arrival of Participants

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

Check Out Can Be Quick and Easy if You:

- Allow adequate time in your schedule for clean up, unless you've pre-arranged for us to do this.
- Organize clean-up teams and/or assign clean-up responsibilities in advance.
- Provide adult supervision for children helping with clean-up.
- Conduct a preliminary check of clean-up in all buildings being used prior to our final inspection and prior to dismissal of participants.
- Have participants remove their gear as cabins are cleaned and then refrain from going back into those buildings for anything at all.

2. A TOUR OF THE CAMP FACILITIES

If any of your group need to visit the camp before your event, please call us to set up an appointment. The camp is located at 14500 SW Camp Sealth Rd., Vashon Island, WA 98070. Sealth is on the southwest side of Vashon Island.

3. STANDARD SERVICES

Telephones: Camp Sealth gets adequate cell-service for most providers. If needed, the lobby phones in Shutanka (206-463-3173) or Wrangler (206-463-6529) are also available for local calls. *For incoming calls*, these two numbers can be given out to those who may need to contact your participants.

Emergency Contact with Camp: Please establish one or more cell phone numbers or either of the numbers above for participants to give to their families. If no one answers these phones at camp, callers will be given instructions how to page the camp staff. The Emergency Cell-Phone number is 206-612-5179

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

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

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

Sports Equipment, Tools, Etc.:

Flag: The camp flag is stored in Rounds Hall or the office. Please remember to take the flag down and put it away each night during your stay and before you depart.

PA system: A microphone and PA system are in Rounds Hall. Please ask our staff for instructions.

Audio/Visual: We have Color TV with video and DVD player, and projector with prior notice.

Tools: Shovels, rakes and buckets can be used upon request.

Volleyball Courts: A standard size sand court is in main camp. Portable poles/nets can be used anywhere at Wrangler, Dupar Meadow, Blueberry Plateau, etc.

Sports Equipment: We have croquet, Frisbees, a parachute, balls, and a few other items.

Other Program Equipment: Please contact us with other requests.

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

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

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

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

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

4. OPTIONAL SERVICES

Cleaning: Camp Sealth will provide, on request and for a reasonable fee, janitorial, kitchen, or other staff or services. These services can be provided throughout and/or after your event for an additional fee.

Program Activities: We can lead archery, waterfront activities (boating, swimming, fishing), the challenge course, team-building, leadership training, and other activities for very reasonable fees. Please contact us at ext. 34 to arrange these activities.

5. PARKING

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

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

6. CARE OF BUILDINGS

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

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

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

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

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

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

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

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

Your clean-up responsibilities include:

Sweep all floors; mop up any messes. Empty all inside trash cans into large outside cans.

Wipe off stove and counter tops, spills Remove soap and other items from showers.
in ovens, or inside of refrigerators. Turn off heat in all buildings.

Wipe down tables and benches. Pick up litter around the grounds.

Restock firewood metal racks. Close all windows and doors.

Collect all the items left behind by your group. Turn off all lights.

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

7. FOOD SERVICE

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

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

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

8. KITCHENETTES AND YOUR OWN FOOD SERVICE

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

1. **Equipment:** If you are using the Wrangler kitchen, please have your cooks check our equipment so they can supplement with the other things they will want and need.
2. **Food and Chemical Storage:** Store food off of the floor so that rodents and insects cannot get to it. Store all chemicals separate from food (at least “below” it on shelves; preferably in an entirely separate area) and in clearly labeled containers. This includes fuel for camping stoves, BBQ lighter fluid, cleaning chemicals, craft supplies, paint, bug repellent, bee/insect killer, etc.
3. **Food Handler’s Permits:** At least one key person overseeing the food preparation, serving and clean-up should have a current Food Handler’s Permit. Preferably, all your kitchen people should.
4. **Garbage:** Cans with food waste must be lined with leak-proof bags and covered when not in use. The host will assist you with keeping trash hauled away from the large outside cans, as this greatly helps our “Battle with the Local Critters.”
5. **Refrigerators:** Use the thermometer located inside the refrigerator to monitor the temperature daily and notify the host immediately if the temperature of any refrigerator storing perishables rises above 40 degrees F. Please record the temperatures on the chart located on the front or side of the refrigerator.
6. **General Kitchen Cleanliness:** Keep counters, shelves, floors, tables, utensils, stoves and any food prep surface clean and sanitary by constantly using a “sanitizer solution” of 1 tsp bleach per gallon of cool water. Keep your dish cloths and “bar rags” immersed in a clean sanitizer solution; use them often to wipe surfaces! No sponges

(they retain bacteria); use cloth rags. Sanitize all food preparation surfaces, serving counters and dining tables before and after each use.

7. **At the End of Each Day:** Clean up crumbs, sweep and mop the floor, take out the trash, and put everything away.
8. **Dishwashing:** You should use the 3-bin manual system of wash (min. 100 degrees F), rinse (clear hot water), sanitize with diluted bleach water (1 capful bleach per gallon of cool water). Air-dry everything; do not use dish-towels for drying.
9. **Mechanical Dishwasher:** Wash water for the mechanical dishwasher must be at least 100 degrees F, and rinse water must be at least 180 degrees F, which must be verified by daily written documentation while in use
10. **Hand Washing and Hygiene of Your Kitchen Crew:** Insist on frequent hand washing and clean clothes for your crew. They should not eat or smoke in the kitchen. Their beverages must be in containers with a lid (such as a water bottle or covered coffee cup with a straw).
11. **Handling Food:** Use a barrier between your hands (such as vinyl/plastic gloves or tongs/serving spatulas) and food that will not be cooked or reheated before eating.
12. **Food “Holding” Temperature:** Heat foods rapidly and cool them rapidly, per Health Department standards. Do not “hold” potentially hazardous foods above 40 degrees nor below 140 degrees F except for the short time it takes to serve everyone. Shoot for food sitting out for one hour max.
13. **Dish Drying and Storage:** Air-dry everything and store things so they are protected from dust and contamination, little children’s hands, etc.
14. **Potentially Hazardous Foods:** Your head cook should know this, but many foods that you would not suspect are potentially hazardous including fruits and vegetables. Eggs, mayonnaise, meat and poultry, melons, sprouts, dairy, cheese, and salad dressings are the worst culprits. LEARN and USE PROFESSIONAL STANDARDS to assure that no one gets food poisoning!
15. **Kosher Cooking:** Sealth’s kitchens do not easily lend themselves to orthodox Kosher cooking, but the stainless steel surfaces, grills and ovens have been and can be Koshered again. Let us know well in advance if you wish to Kosher a kitchen.
16. **Smoking:** Prohibited in all food service and preparation areas

9. POLICIES, SITE CONSIDERATIONS, RISKS and SAFETY

1. **Beach/Waterfront:** Adults must supervise children when on the beach or near the water. All docks are off-limits. Swimming, wading, and use of waterfront equipment is not allowed except through separate contractual arrangements and then must be used according to American Camping Association and Camp Sealth regulations and policies. An appropriate and qualified activity leader supplied by Camp Sealth is required for each waterfront activity. A certified lifeguard is required for swimming, boating and activities on the floating docks. Lifejackets (PFDs) must be worn by all during boating activities, and a First Aid/age appropriate CPR certified person must be present. We will provide you with detailed procedures and safety rules prior to your stay.

2. **Camp Activity Areas:** Activity areas including the archery ranges, arts & crafts supplies, challenge course and bouldering wall are off limits to retreat group participants unless camp staff are present to facilitate the activity. Staff will be provided if the activity is written in the contract or requested at least one month prior to your event.

3. **Campfires:** Fires are allowed only when the Vashon Island Fire Department deems the fire danger is sufficiently low to allow outdoor burning AND only in established fire rings or fireplaces.

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

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

4. **Slumber Parties:** Slumber parties are discouraged in buildings for fire safety reasons. You may make arrangements in advance to use Misty Mountain Lodge, WoHeLo, Galaxy, Lower Shutanka, PW Lodge, Lower Holiday and Parsons Lodge. Sleeping in Rounds Hall is prohibited except in severe weather as determined by camp staff.

5. **Bulkhead/Sea Wall:** A rockery bulkhead (or sea wall) separates the beach from the main camp area. User groups are required to keep participants from walking or climbing on the bulkhead or jumping off it in order to prevent accidents. Rock steps provide access to the beach in several locations.

6. **Trails:** Some trail segments are in good condition, others remain steep and slick, especially when wet. Be watchful of old trail construction (boards, metal rebar, etc.) and roots which may be protruding in some areas. Children should be well supervised while hiking on trails. Groups are urged to carry a first-aid kit and to hike single file, with an adult at the front and at the back of the group. Participants should walk, not run, while on trails. Trail maps (also topographic maps) are available at camp.

7. **Bluff:** Some nearly vertical bluffs are located just south of main camp, along the beach. Stay away from the base of the bluffs. Trees, rocks, and chunks of earth can unexpectedly fall down to the beach.

8. **Trees and Flagpoles:** There are many trees located in the Orchard area and around camp. For safety reasons, participants will not climb the trees and flagpoles.

9. **Woodpiles:** Woodpiles are found in many locations around camp. By their nature, firewood piles are unstable and dangerous. Please do not climb on them.

10. **Vehicles:** Transportation of people in vehicles not designed for passengers is prohibited (e.g. in the back of trucks). Vehicles shall be parked in designated lots. Speed limit in main camp is 5 mph and 10-15 mph on the road above the Milky Way unit. Occupants must wear seatbelts.

11. **Septic Vault:** The septic vault is located near the main flagpole area. Do not climb on or around the green cover.

12. **Flammables and Camping Stoves:** Gasoline and other flammable liquids, explosives, and poisonous materials are not allowed at Camp Sealth except fuel for camping stoves and lanterns. *Washington*

State Ferries also limit or prohibit transport of these items to a max of 12 gallons in containers of not more than 6 gallons each. If you need any of these items for your event, please contact us so we can help you with proper storage and other safety issues.

13. **Alcohol, Drugs, Firearms, and Weapons:** Camp Sealth does not allow alcohol, drugs (this includes marijuana), firearms, or weapons of any kind at camp. Possession or use of guns (loaded or not, operable or not, "real" or not), and other weapons and objects capable of causing bodily harm are not allowed. Law enforcement officers who carry a weapon should identify themselves to the Host.
14. **Smoking:** Arrangements can be made for smoking in selected outdoor areas that are deemed fire safe and appropriate by the camp staff. Smokers are required to use ash trays and dispose of ashes and butts in garbage cans after they are cold; do not drop butts on the ground or beach. Smoking is prohibited in all buildings, near entrances to buildings and on trails. Smoking is highly discouraged around children and nonsmokers.
15. **Animals:** Users may not bring pets or animals of any kind to camp except guide dogs accompanying a person with a disability who needs the animal. Kennels are available on Vashon Island. Please leave puppies-in-training and guide-dogs-in-training at home if at all possible.
16. **Clothing and Footwear:** It is recommended that footwear appropriate for trails and gravel roads be worn at all times. Even the beach is rocky in most places and necessitates shoes or sandals. Shoes MUST be worn in the dining halls. No public nudity is allowed. We recommend that each person bring:
 - sleeping bag or other warm bedding and pillow
 - flashlight
 - toiletries and towel
 - warm jacket
 - rain gear or an umbrella
17. **Personal Sports Equipment:** Participants may use personal sports equipment at their own risk with approval of your Host.
18. **Buildings and Water Tanks:** Climbing on or rappelling from roofs, building rafters or supports, water tanks, etc. is prohibited.

10. SUPERVISION OF MINORS

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

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

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

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

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

11. EMERGENCY PROCEDURES

POWER OUTAGE

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

FIRE

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

LOST, MISSING, OR RUN-AWAY PERSON

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

INTRUDER

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

EARTHQUAKE

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

LIGHTNING

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

LANDSLIDE

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

HIGH WINDS

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

VOLCANIC ERUPTION

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

DROWNING

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

IF YOU HEAR GUN SHOTS

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

ACCIDENT OR ILLNESS

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

OTHER EMERGENCIES

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

13. HEALTH CARE AND FIRST AID

User groups are responsible for providing:

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

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

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

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

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

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

7. Name
8. Address
9. Emergency contact persons and their phone numbers

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

Driving Directions to Camp Sealth (Vashon Island)

14500 SW Camp Sealth Road, Vashon, WA 98070

Ferries

Ferry service to Vashon Island is available from West Seattle, Port Orchard and Tacoma. Round trip ferry fare is about \$20 for a car and driver and \$5 for a passenger (varies seasonally). Current fares, schedule and advance ticket sales are available at <http://www.wsdot.wa.gov/ferries>. Be sure to plan extra time to account for the ferries, especially if you plan to arrive during peak travel times.

Fautleroy Terminal (West Seattle)

4829 SW Barton
Seattle, WA 98136

Southworth Terminal (Port Orchard)

11564 SE State Highway 160
Southworth, WA 98386

Pt. Defiance Terminal (Tacoma)

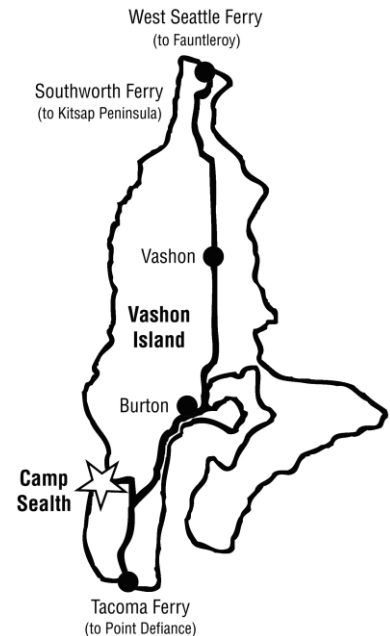
5810 North Pearl Street
Tacoma, WA 98405

From the Southworth or Fautleroy Ferry:

When the ferry unloads, follow the traffic up the hill to the left – this is Vashon Highway. Follow Vashon Highway south for about 12 miles, through the (small) towns of Vashon and Burton. Three miles past the four-way stop in Burton, take a sharp right turn onto Wax Orchard Road. Follow Wax Orchard for ½ mile, then turn left onto Camp Sealth Road. It takes about 25 minutes to get to camp from the Southworth/Fautleroy ferry dock.

From the Pt. Defiance Ferry:

When the ferry unloads, follow the traffic to the left – this is Vashon Highway. Follow Vashon Highway north for about 2 miles. At the Y, veer left onto Wax Orchard Road. Follow Wax Orchard for ½ mile, then turn left onto Camp Sealth Road. It takes about 15 minutes to get to camp from the Pt. Defiance ferry dock.



Arriving at Camp

The camp road is **long, narrow and steep**. For everyone's safety, please keep a speed limit of **10 mph** and stay to the right side of the road. Watch out for horses and hikers along the road.

- **Main Camp:** Follow the road for 1 ½ miles, until you see the water. Parking is available in the gravel lot alongside the big, grassy field. Summer campers check in at the table right next to the parking lot. Retreat group participants should check in at the office (two-story building right on the water), unless otherwise directed.
- **Wrangler Retreat Center:** The turn-off for Wrangler is about ¾ miles after you turn on to the camp road, before heading down the steep hill; you'll see a sign on your right. Day Camp check-in and check-out take place at Wrangler. For Resident Camp, check-in is in main camp, even if you have a camper in Wrangler.

Suggested Packing List

Important! Please note that Camp Sealth will not be responsible for lost items. Do not bring irreplaceable or breakable items to camp. Remember that “old” clothes are good camping clothes. Please label all items with the student’s full name. Sturdy luggage and bags are recommended. Pack only what’s needed; students should be able to carry their own luggage without assistance.

Packing Tips:

1. Pack things as compactly as possible.
2. If you don’t have exactly what is suggested, just bring what you can.
3. Please check to make sure you have not packed something on the ‘DO NOT BRING’ list.
4. Be sure to pack a healthy sack lunch and drink for the first day.

Clothing

- _____ Jeans or play pants
- _____ T-shirts or other casual shirts
- _____ Warm sweatshirts or sweaters
- _____ Warm jacket
- _____ At least 1 pair of underwear per day
- _____ One or two pair of socks per day
- _____ Gloves/mittens and warm hat
- _____ Cap
- _____ Warm pajamas/sleepwear
- _____ Comfortable walking shoes/boots (2 pair)

Raingear (MOST IMPORTANT)

- _____ Waterproof jacket and pants
 - _____ Waterproof rain poncho
 - _____ Waterproof shoes/boots
- *Classes will not be moved indoors or cancelled due to rain showers

Personal Items

- _____ Towel
- _____ Wash cloth
- _____ Soap
- _____ Toothbrush/toothpaste
- _____ Comb/hairbrush
- _____ Shampoo
- _____ Deodorant

Bedding

- _____ Sleeping bag or warm bedding
- _____ Fitted Sheet
- _____ Pillow

Miscellaneous

- _____ Dirty clothes bag
- _____ Day pack (small backpack)
- _____ Water bottle
- _____ Clipboard, pencils/pens
- _____ Sack lunch/drink for first day

Optional

- _____ Camera (not a phone camera)
- _____ Flashlight
- _____ Binoculars
- _____ Sunglasses
- _____ Reading material
- _____ Stationary/stamped envelopes
- _____ Stuffed animal
- _____ Alarm clock
- _____ Extra blanket

***** DO NOT BRING *****

Fireworks, radios or tape/CD players, iPods or mp3 players, electronic items of any kind, pagers, cell phones, food, candy, gum, knives, cigarettes, alcohol, jewelry, valuables, or “favorite” toys, blankets, or clothes that, if lost, will cause heartbreak.

