

SAFETY



MANUAL



2015

TABLE OF CONTENTS

CHAPTER ONE: GENERAL

General Principles of Safety	13
Bloodborne Pathogen Exposure Control	13
Bloodborne Pathogen Exposure Control (SSM).....	18
Debriefing Outline	19
Ergonomics	19
Eye Protection.....	21
Firearms Policy	21
Fire Prevention.....	22
Hazard Communication	24
Lifting and Moving Safety.....	25
Lightning.....	27
Media Guidelines	28
Personal Protective Equipment.....	29
Slips, Trips, and Falls.....	30
Spontaneous Combustion.....	31
Strangers and Visitors on Camp Property.....	31
Water and Power System Guidelines.....	32
Working in Freezers.....	32

CHAPTER TWO: ACTIVITIES

Activities.....	37
Archery and Rifle Ranges.....	37
Boating.....	38
Craft Area	38
The Edge (Rockcraft Program).....	38
Firearms	43
Beach Front.....	44

Challenge Courses	45
Horseback Riding	45
Lake: General	45
Lake: Lifeguard Responsibilities	46
Swimming.....	50
Swimmers	50
Waterfront Activities	50

CHAPTER THREE: EQUIPMENT

Gasoline Safety Policies	53
Hand and Power Tools.....	55
Heavy Equipment	57
Painting Safety.....	57
Trenching Regulation Basics.....	58
Wood Shop	58
2-ton Hoist	59
12-ton Shop Press	60
250 Wire-drive welder (Projects)	60
8,000# Auto Wench (Projects)	60
Airless Paint Sprayer (Projects)	61
Backhoe (Vehicles).....	61
Blenders (Stores)	63
Blowers (Hospitality)	63
Braiser (Food Service)	64
Buggy (Vehicles)	64
Cardboard Bailer (Maintenance)	65
Carpet Cleaner (Hospitality)	65
Coffee Brewer (Food Service)	68
CO ₂ Tanks.....	68
Combitherm Oven (Food Service).....	68
Compressors (Projects)	68
Convection Oven (Food Service)	69
Dishwasher (Food Service)	69
Disposal (Food Service)	70
Drills (Projects)	70
Dryers	71
DTP340 Punch/R1 100 Inserter (ISI)	71
Food Processor (Food Service)	72
Fryer (Food Service)	73
Griddle (Food Service)	74
Grinder (Projects)	74
HD16 (Vehicles)	75
Hydraulic Cutter (ISI)	75
Ice Machines (Stores)	75
Jack and Jack Stands (Projects).....	75
Knives (Food Service)	76
Ladders	76
Laminators	76
Lawn Mowers	77
Lettuce Cutter (Food Service)	78
Manure Spreader (Grounds)	78
Meat Slicer (Food Service)	79
Microwave (Food Service)	79
Mixers (Food Service)	80
Nail Gun (Projects)	81
Nook Oven (Food Service)	82
Oil Change Pit	82
Paper Folder.....	83
Paper Shredder	83
Pasquini Cappuccino Machine (Stores)	83

Pipe Bender (Projects)	84
Planer	84
Plasma Cutter (Projects)	85
Precision Cutter (ICA)	86
Popcorn Machine (Stores)	86
Routers and Shapers (Projects)	86
Sandblasting Machine (Projects)	86
Saws	86
Scaffolding (Projects)	87
Sewer Snake (Projects)	88
Shave-a-doo SnoKone Machine (Stores)	88
Shrink Wrapper (ISI)	88
Sprayer (Grounds)	88
Stagecoach (Vehicles)	89
Stove (Food Service)	89
Tire Changer (Projects)	90
Tomato Slicer (Food Service)	90
Tractors and Equipment	90
Tree Sprayer (Grounds)	93
Vacuums	93
Vehicle Lift	96
Washing Machines	97
Weed Eater (Grounds)	97
Wet/Dry Vacuum	97

CHAPTER FOUR: VEHICLES

Care and Maintenance	103
Driving	103
Emergencies	103
Golf Carts	103
Jeeps	104
Occupancy Limits	104
Spotter Responsibilities	105
Tractors	105
Trailer Hookup and Pulling	106
Transporting Campers	
Off Road	108
On Road	108
On Property	108
Transporting Work Crews	109
Vehicle Safety & Use	110
Wagon—Horse-drawn	111
Wagons & Trolleys	112
Vehicle Skills Verification	113
Vehicle Maintenance Log	115

CHAPTER FIVE: CAMP

Above Normal Temperature	119
Buildings	119
Discipline Policy	121
Grounds	122
Headaches and Nausea	123
Health Surveillance	123
Lost Campers	124
Missing of Meals by Campers	124

CHAPTER SIX: SPOKE

Equipment Check List	127
Initial Response in an Emergency Situation	127
Lockdown	127
Pandemic Information and Safety Plans	129
Playground Safety	131
Routine Building Security Procedures	131
Should I Leave an Injured Student Behind?	132

CHAPTER SEVEN: INCIDENT RESPONSE

Incident Commander Flow Chart	135
Incident Commander Flow Chart (Empty)	136
Incident Planning	137
Accident, Incident, Near Miss Investigation	137
Color Code of Mental Awareness	138
Emergency Supplies	138
Emergency Transportation	138
Evacuation Checklist	139
First Aid Provider	141
Incident Levels	141
Lockdown	142
Security Training Checklist	142
Use of Force Model	142
Abduction/Kidnapping	143
Accident with Severe Injuries	143
Accusation Against School Personnel Related to Illegal Activities	144
Ambulance Needed	144
Bomb Threat or Explosion	144
Camper Violence	144
Child Abuse Suspected	145
Civil Disturbance/Protest Activity	146
Communicable Diseases	146
Crisis Occurs Away from Camp	147
Death of Camper, Student, or Staff Member	147
Death Away from Camp	148
Disgruntled Staff Member	148
Drowning	149
Drugs on Campus	149
Earthquake Procedures	149
False Alarm	151
Fire	151
Flood	152
Flu or Sickness Epidemic	153
Food-borne Illness Outbreak	153
Gunfire on Property	153
Hazardous Materials Spill	154
Heat-related Illnesses	154
Intruder or Camper with a Weapon	154
Lost Camper	154
Mass Casualty Incident	154
Military Conflict or National Incident	155
Phones Down	155
Power Outage	155
Propane Explosion	156
Runaway Camper or Staff / Ministry Crew Member	157
Server Down	157
Sheriff Needed	157
Shooting Range Incident	157
Snakebite	157

Suspicious Activity Near/On Property	158
Temporary Housing Needed	158
Theft	159
Threatening Wildlife	159
Unwanted Visitor	160
Vehicle Accident.....	160
Water Quality Emergency.....	160
Water Outage	162

CHAPTER EIGHT: FORMS AND REPORTS

Incident Commander Checklist	169
Communication Crisis Kit	172
Logging of Safety Training	173
First Aid Report	174
Hazard Assessment and Correction Record	175
Accident, Incident, or Near Miss Report	176
Ironwood Job-related Safety Training	177
Parent Notification of Student Suicidal Status	178
Program Walk-through	
Activity/Skills Areas: Common.....	179
Activity/Skills Areas: Broken I Ranch & Ike’s Roost.....	180
Activity/Skills Areas: Rivertown.....	181
Common Areas	182
Horse Area	183
Lake Swimming Area	184
The Pond.....	185
Broken I Ranch & Ike’s Roost	186
Rivertown	187
Stores	188
Property Walk-through	189
Safety Training Acknowledgement (SSM)	192
Water Notices	
Boil Water Order	193
Outage or Low Pressure Public Notice.....	194
Unsafe Water Alert.....	195
Unusable Water Alert.....	196

CHAPTER NINE: COMMUNICATION

Camp Emergency Information	199
Sample Faculty Memo	
Student Death	200
Death of a Teacher.....	201
Sample Letter to Parents	
Student Death Off Campus.....	202
Student Death On Campus	203
Student Suicide.....	204
Death of a Teacher.....	205
Legal Counsel Information	207
Ironwood Risk Exposure Chart	209

SAFETY IS OF THE LORD

Proverbs 21:31 The horse is prepared against the day of battle: but safety is of the LORD.

Psalms 33:17 A horse is a vain thing for safety: neither shall he deliver any by his great strength.

Upon the occasion of a break in to our offices and the theft of \$20 in cash and a few minor items, we had a meeting of our staff team to share with them what we knew, establish different procedures and precautions, and to remind them of our real safety source.

There is an interesting dynamic found throughout Scripture that is echoed in these verses. God has given us work to do and a stewardship to fulfill, yet in the end He desires us to look to Him for power, strength, guidance, provision, and security. The danger for us is to get all caught up in the work we are doing and the responsibility we are given to fulfill and then to begin thinking it is our abilities and strength that is doing the work. Colossians 1:29 illustrates this dynamic for us. We find in verse 28 that we are given the a task to perform, to teach and preach and warn all men for the purpose of bringing them to “perfection.” We are then told in verse 29 to work hard at accomplishing that task, yet we are to strive according (by the means of) to His mighty working in, around and through me.

Colossians 1:28–29 Whom we preach, warning every man, and teaching every man in all wisdom; that we may present every man perfect in Christ Jesus: Whereunto I also labor, striving according to his working, which worketh in me mightily.

In the matter of safety we also find this dynamic, there is and always will be a tension between protecting ourselves and trusting God to protect us. It is by faith we put our ultimate trust in God, for His protection. The believer must follow good stewardship principles in protecting himself, those he is responsible for, and the material items placed in his care (prepare his horse for battle), but in the end he must realize that the only real security in this world rests in the protection of God (safety is of the Lord). By faith we resolve the tension between doing what we can as a wise steward to protect ourselves, and being able to lie down at night and peacefully leave ourselves in God’s hands.

As believers we must always look for a spiritual solution to a physical challenge. It is not that we ignore the physical side of a challenge, but that is not all there is too it. There is a spiritual side to every event in the believer’s life. Whether the event is perceived as good or bad, we are still supposed to thank the Lord for “all things” and the only way we can do that is to view the challenge from a spiritual perspective. How can we do this?

Looking for a spiritual solution to a physical challenge by doing the following:

1. Do not worry, but pray for safety and God’s protection.
Philippians 4:6–7 Be careful for nothing; but in every thing by prayer and supplication with thanksgiving let your requests be made known unto God. And the peace of God, which passeth all understanding, shall keep your hearts and minds through Christ Jesus.
2. Trust in the Lord to settle accounts.
Proverbs 22:23 For the LORD will plead their cause, and spoil the soul of those that spoiled them. (Also 1 Samuel.15:2 and Romans 12:19)
3. Exercise prudent (wise) preparation and be good stewards of God’s material and items that He has placed in your care. Don’t be careless or neglectful with this great responsibility.
Proverbs 22:3 A prudent man foreseeth the evil, and hideth himself: but the simple pass on, and are punished.
4. Realize that it is literally impossible to protect your self from all danger and outside threats, no matter how strong or wealthy you are.
Psalms 33:16 There is no king saved by the multitude of a host: a mighty man is not delivered by much strength.
5. Remember real safety is in God’s hands, not ours.
Psalms 4:8 I will both lay me down in peace, and sleep: for thou, LORD, only makest me dwell in safety.
6. Use events such as this break in and theft as reminders of the eternal nature of our ministry and lives, and of where our real wealth is.
Matthew 6:19–21 Lay not up for yourselves treasures upon earth, where moth and rust doth corrupt, and where thieves break through and steal: But lay up for yourselves treasures in heaven, where neither moth nor rust doth corrupt, and where thieves do not break through nor steal: For where your treasure is, there will your heart be also.

Psalm 4:8 I will both lay me down in peace, and sleep: for thou, LORD, only makest me dwell in safety.

Psalm 33:16–22 There is no king saved by the multitude of an host: a mighty man is not delivered by much strength. An horse is a vain thing for safety: neither shall he deliver any by his great strength. Behold, the eye of the LORD is upon them that fear him, upon them that hope in his mercy; To deliver their soul from death, and to keep them alive in famine. Our soul waiteth for the LORD: he is our help and our shield. For our heart shall rejoice in him, because we have trusted in his holy name. Let thy mercy, O LORD, be upon us, according as we hope in thee.

Psalm 62:5–8 My soul, wait thou only upon God; for my expectation is from him. He only is my rock and my salvation: he is my defense; I shall not be moved. In God is my salvation and my glory: the rock of my strength, and my refuge, is in God. Trust in him at all times; ye people, pour out your heart before him: God is a refuge for us. Selah.

Proverbs 11:14 Where no counsel is, the people fall: but in the multitude of counsellors there is safety.

Proverbs 21:30–31 There is no wisdom nor understanding nor counsel against the LORD. The horse is prepared against the day of battle: but safety is of the LORD.

Proverbs 24:5–6 A wise man is strong; yea, a man of knowledge increaseth strength. For by wise counsel thou shalt make thy war: and in multitude of counsellors there is safety.

Proverbs 18:10–11 The name of the LORD is a strong tower: the righteous runneth into it, and is safe. The rich man's wealth is his strong city, and as an high wall in his own conceit.

Proverbs 29:25–26 The fear of man bringeth a snare: but whoso putteth his trust in the LORD shall be safe. Many seek the ruler's favour; but every man's judgment cometh from the LORD.

Psalm 91 He that dwelleth in the secret place of the most High shall abide under the shadow of the Almighty. I will say of the LORD, He is my refuge and my fortress: my God; in him will I trust. Surely he shall deliver thee from the snare of the fowler, and from the noisome pestilence. He shall cover thee with his feathers, and under his wings shalt thou trust: his truth shall be thy shield and buckler. Thou shalt not be afraid for the terror by night; nor for the arrow that flieth by day; Nor for the pestilence that walketh in darkness; nor for the destruction that wasteth at noonday. A thousand shall fall at thy side, and ten thousand at thy right hand; but it shall not come nigh thee. Only with thine eyes shalt thou behold and see the reward of the wicked. Because thou hast made the LORD, which is my refuge, even the most High, thy habitation; There shall no evil befall thee, neither shall any plague come nigh thy dwelling. For he shall give his angels charge over thee, to keep thee in all thy ways. They shall bear thee up in their hands, lest thou dash thy foot against a stone. Thou shalt tread upon the lion and adder: the young lion and the dragon shalt thou trample under feet. Because he hath set his love upon me, therefore will I deliver him: I will set him on high, because he hath known my name. He shall call upon me, and I will answer him: I will be with him in trouble; I will deliver him, and honour him. With long life will I satisfy him, and shew him my salvation.

STAFF HEALTH AND SAFETY PROGRAM

IRONWOOD

IRONWOOD CHRISTIAN ACADEMY

IRONWOOD INSTITUTE OF MINISTRY

Health and safety is very important at the Ironwood ministry. As we work to provide a safe and healthy program for our campers and students, we are also concerned about the health and safety of our staff. It is our intent to be alert to hazardous conditions and correct them as they may arise. The cooperation of the entire team is important in detecting hazards, informing team leaders, and then correcting any unsafe workplace or situation.

Prevention of injuries and illnesses will be given priority by communicating policies, training, and inspecting workplaces. Everyone's attitude must be to pay attention to what is happening around them and to view safety concerns as important not only to each one of us individually, but also to our whole team. We must go beyond

minimum expectations not only in our efforts to prevent injury, but also in our alertness to potential dangers and in our wise and mature actions, practices, and workplace behavior. In the end the safety of each team member is the business of all team members.

There are several biblical principles that we must consider to be the foundation of our safety program.

1. Love others, as you would have them love you. This means putting others first. Even if it is more trouble for you or costs more, think of others first in our safety program.
Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself. On these two commandments hang all the law and the prophets. Matthew 22:38–40
2. Teamwork is very important in the establishment and implementation of a good and reasonable plan for workplace safety.
Where no counsel is, the people fall: but in the multitude of counselors there is safety. Proverbs 11:14
3. We can do our part in being diligent in the workplace and in being safety conscious not only in our attitudes, but in all our actions as well. Even after doing all this, we must be ever diligent in our prayers asking God to give us His safety. And then we can sleep at night (not being excessively fretful and worrying over that which we have no control). No matter what we do, in the end, we must trust the Lord to give us His safety over the unforeseen and truly accidental occurrences.
I will both lay me down in peace, and sleep: for thou, LORD, only makest me dwell in safety. Psalm 4:8
The horse is prepared against the day of battle: but safety is of the LORD. Proverbs 21:31

RESPONSIBILITY

The Staff Health and Safety Program administrator, Wayne Mix, has the authority and responsibility for implementing and maintaining the Staff Health and Safety Program for Ironwood Christian Camp, Ironwood Christian Academy, and Ironwood Institute of Ministry.

Directors and team leaders are responsible for implementing and maintaining the Staff Health and Safety Program in their work areas and for answering staff questions about the Staff Health and Safety Program. A copy of this Staff Health and Safety Program is available for each director and team leader.

COMPLIANCE

All staff, including directors and team leaders, are responsible for complying with safe and healthful work practices. Our system of ensuring that all staff comply with these practices include the following practices:

1. Informing staff of the provisions of our Staff Health and Safety Program especially through our “New Staff” procedures, our resident and summer staff manuals, summer staff training, September orientation, safety Wednesday meetings, November resident staff meetings, and Safety Manual posted on the Telegraph.
2. Evaluating the safety performance of all team members on the annual performance evaluations and summer evaluations completed by resident staff.
3. Recognizing team members at summer staff and resident staff meetings who perform safe and healthful work practices.
4. Providing training to team members whose safety performance is deficient.
5. Disciplining team members for failure to comply with safe and healthful work practices in accordance with our Disciplinary Philosophy and Warnings (See Resident Staff Manual).

COMMUNICATION

All directors and team leaders are responsible for communicating with all team members about occupational safety and health in a form readily understandable by the team members. Our communication system encourages all team members to inform their directors and team leaders about workplace hazards without fear of reprisal.

Our communication system includes the following:

1. Staff member orientation including a discussion of safety and health policies and procedures
 - a. New staff procedures (logged)
 - b. *Summer Staff Manual* (signed off as read)
 - c. *Resident Staff Manual* (sign off as read)
 - d. Specific training to particular jobs (logged)
2. Review of our Staff Health and Safety Program
 - a. Safety Wednesday meetings
 - b. November staff meetings
3. Training programs
 - a. New staff members

- b. New equipment
 - c. New procedures
 - d. As needed based on accident or hazard investigations
4. Regularly scheduled safety meetings
 - a. Summer staff training
 - b. Summer team leader meetings
 - c. September orientation
 - d. November staff planning meetings
 - e. Safety Wednesday meetings
 5. Posted and distributed safety information
 6. A system for team members to inform management about workplace hazards—general maintenance and vehicle maintenance requests via Scout (Our policy is to encourage all staff to be safety conscious, and quick fix-its for safety’s sake are encouraged.)

HAZARD ASSESSMENT

1. Periodic inspections to identify and evaluate workplace hazards shall be performed by a director or team leader in the following areas of our workplace.
 - a. In buildings and throughout property
 - b. At activity areas
 - c. At shops
 - d. In the vehicles/equipment area
 - e. In offices
2. Periodic inspections are performed according to the following schedule.
 - a. When we initially established our Staff Health and Safety Program
 - b. When new substances, processes, procedures, and equipment which present potential new hazards are introduced into our workplace
 - c. When new previously unidentified hazards are recognized
 - d. When occupational injuries and illnesses occur
 - e. Whenever workplace conditions warrant an inspection

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include the following.

1. Interviewing injured staff members and witnesses
2. Examining the workplace for factors associated with the accident/exposure
3. Determining the cause of the accident/exposure
4. Taking corrective action to prevent the accident/exposure from reoccurring
5. Recording the findings and actions taken

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures.

1. When observed or discovered
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed staff members from the area except those necessary to correct the existing condition. Staff members who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

1. All team members, including directors and team leaders, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided in the following circumstances.
 - a. When the Staff Health and Safety Program is first established
 - b. To all new workers
 - c. To all workers given new job assignments for which training has not previously provided
 - d. Whenever new substances, process, procedures or equipment are introduced to the workplace and represent a new hazard
 - e. Whenever the employer is made aware of a new or previously unrecognized hazard
 - f. To team leaders to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed

- g. To all workers with respect to hazards specific to his/her job assignment
- 2. General workplace safety and health practices include, but are not limited to, the following.
 - a. Implementation and maintenance of the Staff Health and Safety Program
 - b. Emergency action and fire prevention plan
 - c. Provisions for medical services and first aid including emergency procedures
 - d. Prevention of musculoskeletal disorders, including proper lifting techniques.
 - e. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
 - f. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
 - g. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels
 - h. Proper reporting of hazards and accidents to supervisors
 - i. Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers
 - j. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated

RECORD KEEPING

Inspection records and training documentation will be maintained for seven years. Documentation should include employee's name, training date, and trainer's name.

SAFETY MANUAL

Chapter 1 GENERAL

GENERAL PRINCIPLES OF SAFETY (SSM 4)

In designing our camp program, we recognize the need to balance fun, safety, and spiritual impact. Fun includes adventurous, outdoor activities that have a degree of risk, challenge, and excitement. Safety includes the following general principles to manage the risk involved in our fun program. Spiritual impact is dealt with in another chapter of this manual.

1. Give proper instruction and emphasis on safety to reduce potential dangers, teaching campers to make intelligent, sensible judgments in risk taking. Know and post the safety rules in the following and all other activity areas and make sure they are followed.
 - a. Horses
 - b. Kitchen
 - c. Craft area
 - d. Workshop
 - e. Lake (slide, swing, canoes, etc.)
 - f. Shooting and archery ranges
 - g. Snack shops (sno-cone machine)
 - h. The Edge
2. Make safety equipment available and give specific instructions in high-risk activities. All risk-taking activities will be optional to campers.
3. Maintain and design the camp facility to eliminate danger in as many areas of camper-related judgment errors as possible.
4. Counselors should know where their campers are at all times.
5. Know the signs of heat stroke, heat exhaustion, and other illnesses. Report all injuries or sickness to the first aid office. If the first aid provider is not there, a radio will be there so that you can call her (channel 1). If the first aid provider is unavailable, please find a program team member to help.
6. Know what to do in case of fire.
 - a. Go over procedures with campers.
 - b. Know how to use the fire extinguisher.
 - c. Appoint someone to be in charge if you cannot be.
 - d. Keep calm and try to keep campers calm.
7. Keep a watch for possible hazards.
 - a. Report any needed repairs.
 - 1) If not hazardous, put on the fix-it list.
 - 2) If hazardous, block off and mark the area to keep others away. Clean up or report hazardous conditions to your work supervisor or office personnel.
 - b. Avoid picking up wood or blocks from piles unless you are wearing gloves and covered shoes. Scorpions and spiders may be hiding there.
 - c. Place or move tools in safe positions so that no one will trip or step on them.
8. Don't allow anyone to ride on the outside of any vehicle. Drive slowly in and around camp.

BLOODBORNE PATHOGEN EXPOSURE CONTROL

Bloodborne pathogens are bacteria and other microorganisms that are carried in person's bloodstream and cause disease. If a person comes in contact with blood infected with a bloodborne pathogen, he or she may become infected as well. Other body fluids may also spread bloodborne pathogens. Some bloodborne pathogens are deadly.

In accordance with the OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030, the following exposure control plan has been developed.

PURPOSE

The purpose of this exposure control plan is the following:

1. Eliminate or minimize employee occupational exposure to blood or certain body fluids.
2. Comply with the OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030.

EXPOSURE DETERMINATION

There are no job classifications at Ironwood in which all employees may be expected to incur occupational exposure. The following job classifications are designated first aid responders and thus may have occupational exposure:

- Designated first aid provider
- Program team members
- Counselors
- School first aid provider
- Teachers
- Supervisors for staff day care

THREE TYPES OF BLOODBORNE PATHOGENS

Hepatitis B Virus (HBV)

Attacks the liver and can cause—

1. Active hepatitis B - A flu-like illness that can last for months.
2. A chronic carrier state - The person may have no symptoms, but can pass HBV to others.
3. Cirrhosis, liver cancer, and death.

Vaccines are available to prevent HBV infection.

Hepatitis C Virus (HCV)

Also attacks the liver. Symptoms of active infection are milder than those of HBV and may not even be present.

But, HCV is more likely to cause the following:

1. A chronic carrier state.
2. Cirrhosis, liver cancer, and death.

Human Immunodeficiency Virus (HIV)

Causes AIDS. HIV attacks the immune system, making the body less able to fight off infections. In most cases, these infections eventually prove fatal.

People infected with these pathogens may look and feel healthy. They may not even know they're infected. But, they can still infect others if their blood or other body fluids enter another person through the following:

1. Needle stick injuries.
2. Cuts, scrapes, and other breaks in the skin.
3. Splashes into the mouth, nose, or eyes.
4. Unprotected sexual activities.
5. Sharing needles to inject drugs or for any other reason.

Pregnant women who are infected with these pathogens can pass them to their babies. HBV and HIV are more likely than HCV to be spread this way. Accidents in the workplace can spread bloodborne pathogens. Depending on the accident, an injured employee's blood could contaminate:

1. Broken glass.
2. A tack or nail.
3. The floor.
4. A work surface.
5. Cutting tools or other hand tools.
6. Clothing.
7. Materials used to provide first aid.

If you have contact with blood or a contaminated object, you could become infected with a bloodborne pathogen.

COMPLIANCE METHODS

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. Universal precautions means treating everyone's blood and other body fluids as infectious at all times.

OTHER POTENTIALLY INFECTIOUS MATERIALS (OPIM)

1. Body Fluids
2. Semen
3. Vaginal secretions
4. Amniotic fluid
5. Any body fluid visibly contaminated with blood
6. Vomit
7. Saliva in dental procedures
8. Body fluids in situations where it is difficult or impossible to differentiate between body fluids

PROTECTION FROM BLOODBORNE PATHOGENS

Use required equipment, labels, and work practices. These may include the following:

1. Special waste containers for contaminated sharps (needles, broken glass, or any object that can pierce the skin) or other regulated wastes (contaminated first-aid materials, for example)
2. Biohazard labels which combine the biohazard symbol with the word “BIOHAZARD.” (Red bags or containers may be used in place of labels.)
3. Cover cuts, scrapes, hangnails, rashes, etc.
4. Handle sharp objects carefully. (Gloves will not keep you from being stuck.) Never bend, break, or recap needles.
5. Minimize splashing of blood and other body fluids.
6. Wash your skin immediately after accidental contact with body fluids or objects that might be contaminated. If soap and running water aren’t available—
 - a. Use antiseptic towelettes and/or cleansers.
 - b. Wash with soap and running water as soon as you can.
 - c. Then, report the incident.

PERSONAL PROTECTIVE EQUIPMENT

1. Wear gloves if contact with blood, other body fluids, or contaminated objects is likely. If you have a cut or scrape, bandage it before putting gloves on.
 - a. Never reuse disposable latex, nylon, or hypoallergenic gloves.
 - b. Utility gloves of vinyl, leather, etc., may be reused after proper decontamination.
2. Examine gloves for tears, cracks, and tiny holes before and during use. Replace damaged gloves as soon as possible.
3. Remove gloves so that the glove’s outer surface never touches your skin.
 - a. Grasp a glove below the cuff.
 - b. Pull down the glove until it comes off inside out.
 - c. Cup it in the palm of your gloved hand. Insert 2 fingers of your bare hand inside the cuff of the remaining glove.
 - d. Pull down so this glove also comes off inside out with the first glove tucked inside.
4. Wash your hands after removing gloves and after removing other personal protective equipment, as well.
5. Wear a mask and eye protection, or a full face shield, if fluids could splash or spray into your eyes, nose, or mouth.
6. Wear protective clothing if fluids could splash or drip onto your clothing.
7. Use a resuscitation device or pocket resuscitation mask when providing rescue breathing.

ELIMINATE HAZARDS WITH PROPER HOUSEKEEPING

1. Don’t touch broken glass—pick it up with tongs or use a broom and dustpan.
2. Dispose of contaminated sharps in a covered, puncture-resistant, leak-proof container that is red or labeled with the biohazard symbol.
3. Place other contaminated wastes (such as gloves or bandages used in first aid) in a leak-proof container or bag that is red or labeled with the biohazard symbol. (Bag linens where they were used.) If the outside of the container or bag becomes contaminated, place it in a second container or bag.
4. Never reach into trash to retrieve an object. Empty the contents onto a newspaper and search with your eyes.
5. Report full sharps and waste containers—see that they’re covered, removed, and replaced.
6. Wipe up spilled blood or other body fluids with disposable towels soaked in an approved disinfectant or bleach and water solution. (Wear utility gloves.) If you use a sponge or mop, soak it afterward for at least 10 minutes in a bleach and water solution.
7. Replace protective coverings on work surfaces if they are visibly contaminated with blood or other body fluids.

8. Clean equipment and work surfaces if visibly contaminated with blood or other body fluids. Use an approved disinfectant. Disinfect reusable waste containers regularly.

Protect your employees and volunteers from bloodborne pathogens. Take precautions—not chances.

DECONTAMINATION

Decontamination will be accomplished by washing contaminated surfaces with a solution of one part bleach to ten parts water (1½ cups bleach to 1 gallon water) or 2% (1:50) aqueous solution of phenolic germicidal detergent (e.g. Lysol or a phenolic germicidal disinfectant spray. The phenolic solution must remain on the surface to be disinfected for 10 minutes or until the surface dries.)

INCIDENTS

1. Ironwood will make available the Hepatitis B vaccination series to all first aid responders who render assistance in any situation involving the presence of blood or other potentially infectious materials.
2. Ironwood will make available post exposure follow up to employees who have had an exposure incident.
3. The director will ensure that all medical evaluations and procedures (including the Hepatitis B vaccination series and post exposure follow up) and prophylaxis are:
 - a. Made available at no cost to the employee.
 - b. Made available to the employee at a reasonable time and place.
 - c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.
 - d. Provided according to the recommendations of the US Public Health Service.
4. All laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

HEPATITIS B VACCINATION

Vaccination

1. The Hepatitis B vaccination will be made available to the designated first aid responders after the employee has received training in occupational exposure (see information and training) and within seven days of the exposure incident, unless the employee has previously received the vaccination series, antibody testing has revealed immunity to the virus, or the vaccine is contraindicated for medical reasons.
2. Participation in a prescreening program is not a prerequisite for receiving the Hepatitis B vaccination.
3. If the employee initially declines the Hepatitis B Vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination will then be made available.
4. All employees who decline the Hepatitis B vaccination offered will sign the OSHA required waiver indicating their refusal.
5. If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses will be made available.

Post Exposure Evaluation and Follow-up

1. All exposure incidents will be reported, investigated, and documented. When the employee incurs an exposure incident, it will be reported to the director.
2. Following a report of an exposure incident, the exposed employee will receive a confidential medical evaluation and follow-up within 24 hours including at least the following elements:
 - a. Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
 - b. Identification and documentation of the source individual unless it can be established that identification is not feasible or prohibited by state or local law.
 - c. The source individual's blood will be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the director will establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.
 - d. When the source individual is already known to be infected with HBV or HIV testing the source individual for HBV or HIV need not be repeated.
 - e. Results of the source individual's testing will be made available to the exposed employee and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
3. Collection and testing of blood for HBV and HIV serological status will comply with the following:
 - a. The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained.

- b. The employee will be offered the option of having their blood collected for testing of the employee's HVB/HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee time to decide if the blood should be tested for HIV serological status.
- c. All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

Information Provided to the Health Care Professional

The director will ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided with the following:

1. A copy of 29 CFR 2910.1030 which includes the confidentiality requirements.
2. A written description of the exposed employee's duties as they relate to the exposure incident.
3. Written documentation of the route of exposure and circumstances under which exposure occurred.
4. Results of the source individual's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee including vaccination status.

Health Care Professional's Written Opinion

1. The director will obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.
2. The health care professional's written opinion for the HBV vaccination will be limited to whether the HBV vaccination is indicated for an employee and if the employee has received such vaccination.
3. The health care professional's written opinion for post exposure follow-up will be limited to the following information:
 - a. A statement that the employee has been informed of the results of the evaluation.
 - b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis will remain confidential and will not be included in the written report.

RECORD KEEPING

1. The camp and school office is responsible for maintaining medical records as indicated below. These records will be kept at Ironwood, Newberry Springs, California.
2. Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.1020. These records will be kept confidential and must be maintained for at least the duration of employment plus 30 years. The records will include the following:
 - a. The name and social security number of the employee.
 - b. A copy of the employee's HBV vaccination status, including the dates of vaccination.
 - c. A copy of all results of examination, medical testing, and follow-up procedures (in accordance with the confidentiality laws).
 - d. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.
3. Training Records
 - a. The safety director is responsible for maintaining the following training records. The records will be kept at Ironwood, Newberry Springs, California.
 - b. Training records will be maintained for three years from the date of training. The following information will be documented:
 - 1) The dates of the training sessions.
 - 2) An outline describing the material presented.
 - 3) The names and qualifications of persons conducting the training.
 - 4) The names and job titles of all persons attending the training sessions.
4. Availability
 - a. All employee records will be made available to the employee in accordance with 29 CFR 1910.20.
 - b. All employee records will be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.
5. Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the director of the NIOSH shall be contacted for final disposition.

EVALUATION AND REVIEW

The safety director is responsible for annually reviewing this program and its effectiveness and for updating this program as needed.

DATES

All provisions required by this standard will be implemented by January 1, 1996.

BLOODBORNE PATHOGEN EXPOSURE CONTROL (SSM)

1. Program coordinator—senior program director
2. Purpose—the purpose of the Exposure Control Program, in accordance with the guidelines of OSHA, is to identify those jobs that have duties, tasks, and procedures that may involve occupational exposure to blood and body fluids and to assist staff members with a procedure for evaluating exposure incidents.
3. Exposure report—any exposure to blood or body fluids which occurs, whether involving a camper or staff member, must be reported to the program coordinator. The staff member will fill out or assist with any written report required by the incident. Reports will be completed and turned in before the end of the day during which the incident occurred.
4. Practices
 - a. The blood and body fluids of all campers and staff members are to be considered potentially infectious at all times. The health practice known as universal precautions prevents the spread of diseases by blood and certain body fluids.
 - 1) Universal precautions do not generally apply to saliva, except in the practice of dentistry.
 - 2) Urine and feces are not generally subject to universal precautions unless visibly contaminated with blood.
 - b. When it is reasonably anticipated that a staff member will be exposed to blood or body fluids, gloves must be worn. Gloves will also be worn by a staff member who has cuts or open skin on his hands that may cause the staff member's blood to be exposed to others. Gloves must be used only once and must be discarded after use.
 - c. When it is reasonably anticipated that a splash from blood or body fluid presents a possible exposure to the mucous membrane of the eye, protective eyewear must be used.
 - d. When it is reasonably anticipated that a splash from blood or body fluid presents a possible exposure to the mouth or nose, a mask must be worn.
 - e. After performing any task with the potential for exposure and removing any protective equipment used, staff members must wash their hands.
 - f. If an exposure of blood or body fluids occurs involving a staff member's skin, he should take the following steps:
 - 1) Complete the task as quickly as possible and turn the camper over to another staff member.
 - 2) Wash the exposed area with soap and water. If alcohol or peroxide is available, use it after washing.
 - 3) Report the exposure to the program coordinator.
 - 4) Fill out applicable reports before the end of the day.
 - g. If the exposure enters the eyes or mouth, take the following steps:
 - 1) Flush with water.
 - 2) Rinse mouth with peroxide if available.
 - 3) Report the exposure to the program coordinator.
 - 4) Fill out the correct reports at the end of the day.
 - h. All areas in which blood or body fluids are spilled must be cleaned and decontaminated as soon as possible after the occurrence.
5. Evaluation and follow-up—for any staff member who is exposed to potentially infective blood and body fluids, Ironwood will make available the Hepatitis B vaccination series and will conduct a confidential post-exposure evaluation and medical follow-up at no cost to him. If the staff member declines the Hepatitis B vaccination, the OSHA-required waiver must be signed.
6. Additional information—see the first aid office bulletin board for more information on hepatitis, HIV/AIDS, and other communicable diseases.

DEBRIEFING OUTLINE

SUGGESTIONS FOR DEBRIEFING DURING AND AFTER A CRISIS

Debriefing during and after a crisis event allows the crisis team to process experiences. The purpose is not so much to gather information or to interrogate as it is in a military sense but to be able to vent feelings, bolster morale, prevent rumors, and foster teamwork.

1. To keep your personnel informed, you should set up a short debriefing session at the end of each day and again when the crisis seems to be resolved. A crisis situation is most intense soon after the event or when people first learn about it. A meeting may be called at mid-day on the first day.
2. The administration should give each participant an opportunity to describe the activities of the day. What was the role of each in containing and resolving the crisis?
3. By allowing stories to be told of personal tragedy and grief, crisis workers are able to deal with the trauma more efficiently. Remember, the crisis team members will also be impacted by what is seen, heard, and felt.
4. To help with the team members' needs, the administration will investigate what team members need from each other to make their jobs go more smoothly.
5. The administration must review what went particularly well and compliment and praise your staff for how they coped with the crisis. Crisis work is a strain on the team members. People will be tired. Therefore, the administrator needs to acknowledge their efforts and thank them.
6. Decide where the problem areas were and how they can be corrected now or avoided in the future. Team members' responsibilities may be changed or the crisis plan itself revised based on this new information.
7. To help those affected most, the school ought to provide for follow-up counseling. Traumatic experiences can result in post-traumatic stress or have a continuing influence on a child's vulnerability to spiritual and psychological problems.

ERGONOMICS

Injuries to employees due to improper ergonomics are rapidly rising. In the past, this was mostly limited to manufacturing and office environments. This is no longer the case as camps and retreat centers add computers and other equipment which is used by your employees and volunteers. These injuries can be eliminated or reduced by using ergonomics.

Ergonomics is the science of adapting equipment, procedures, and surroundings to people. Applying ergonomics helps prevent injuries and improve efficiency.

Using ergonomics can help employees and volunteers make their job safer by preventing injury and illness. Jobs are made easier by adjusting the job or task to them and more pleasant by reducing physical and mental stress. For example, if the height of the work surface is adjusted to the proper level, this will help avoid or relieve neck and back problems.

Employees and volunteers who can be helped by ergonomics are the following:

1. Staff members involved in typing and computer work—all jobs that require sitting at a desk or terminal.
2. Maintenance and kitchen staff involved in bending, lifting, pushing, pulling, and use of tools and equipment—physical work involving the use of strength and force.

Applying ergonomics can help avoid the following injuries.

REPETITIVE MOTION INJURY

A single motion may not cause a problem, but repeating it over and over may. Changing the procedures or movements used, can help prevent the following types of injuries.

Carpal Tunnel Syndrome

Repeated flexing of the fingers causes tendons in the wrist to swell and puts pressure on nearby nerves. Preventative actions are—

1. Change positions often so that hands and wrists aren't kept in the same place for long periods of time.
2. Vary your routine, as work allows. Try to take a few minutes every hour or so to organize materials, file, or do some different task.
3. Exercise your wrists. Take a few moments before and during work to do the following:
 - a. Make and extend your fist—tightly clench and release your fist, repeating five times.
 - b. Wrist extensions—grasp your finger tips and gently bend them back, flexing at the wrist. Hold for five seconds.
 - c. Pressing downward—place your hand on a table with the palm facing down and fingers extended. Press down gently for five seconds.
4. Practice good posture at the keyboard.
 - a. Keep your back straight.
 - b. Bend your knees at a 90 degree angle and keep your feet on the floor or on a footrest.

- c. Keep your upper arms loose at your sides.
- d. Bend your forearms at about 90 degrees.
- e. Keep your wrists straight, in line with hands and forearms.
- f. Choose equipment for comfort. When selecting equipment and furniture, choose—
 - 1) A thin, detachable keyboard for the computer.
 - 2) A chair with armrests and adjustable height and backrest features.

Make adjustments as needed. For example,

- 1. Use a wrist rest (or make one out of folded towels), to keep your wrists straight and soften hard edges and corners.
- 2. Elevate or lower your keyboard and/or desk to the point where proper posture is possible. (Installing a keyboard tray may help.)
- 3. Use a footrest so feet can rest at a slight angle while knees are kept bent at a 90 degree angle or remain at hip level.

Tendonitis

Tendons are inflamed by repeated tensing of muscle and tendon. “Tennis” or “pitchers” elbow are examples.

Circulation Problems

Repeated pressure or vibration can limit blood flow in the area.

BACK INJURIES

Ergonomics encourages the use of proper equipment and lifting techniques.

MUSCLE INJURIES

Proper positioning of body and equipment can help prevent everything from mild soreness to serious strains.

EYESTRAIN, HEADACHE, AND FATIGUE

Adjustments in lighting, noise levels, posture, and work positions can help relieve physical and mental stress.

ADDITIONAL ERGONOMIC TIPS FOR WORKING WITH COMPUTERS AND KEYBOARDS

Work Surface

- 1. Allow leg room underneath.
- 2. Use a document holder to keep any documents you’re using at the same height and distance as the screen.

Screen Height, Angle, and Contrast

- 1. Sit about arm’s length away, with screen tilted back slightly.
- 2. The top line of the screen should be just below eye level when you’re sitting upright.
- 3. To reduce glare, use a screen filter, change the position of the screen, or any nearby lighting.

Chair Height and Backrest

Feet should be flat on the floor, knees level with hips, lower back supported. Avoid positions in which your body is twisted.

Cushion

Use a cushion or pillow to support your lower back.

Report all injuries and illnesses right away, even if they don’t seem serious. Sometimes a small change can keep a condition from getting worse or prevent future injuries.

EYE PROTECTION

Think about what you do before you do it. You only have one pair of eyes!

When should you wear safety glasses?

- 1. While operating any power tool
- 2. While working near someone operating a power tool
- 3. While doing anything that has a high potential for causing flying particles or objects

When should you wear goggles?

1. While working with insulation
2. With very dusty work (continuous grinding)
3. With cutting torch (special cutting lens required)
4. While mixing chemicals or handling dangerous chemicals
5. While charging car-type batteries or jump-starting a vehicle
6. While using industrial strength oven cleaner
7. Anytime in lieu of safety glasses

When should you wear face shields?

Required—

1. When handling caustic or acidic chemicals (drain cleaner, caustic soda) over goggles
2. When welding (special welding helmet; safety glasses or goggles for chipping slag)
3. While doing chainsaw work or chipping brush (screen mesh; safety glasses also required)

Optional—

1. While weed eating (screen mesh; safety glasses also required)
2. When using the grinder (safety glasses or goggles also suggested)
3. While wood working and using the cut-off saw (may be used in lieu of safety glasses)

DON'T PLAY BLIND ABOUT EYE SAFETY.

How can you keep them clean and scratch free?

1. Use a designated cleaner or soapy water and soft cloth. Protect them with a soft bag, case or old sock.
2. Do not let them slide around loose in the truck.

Remember new employees should be trained before putting them in places where they might need eye protection. This is the responsibility of supervisors and of any previously trained employees. **SAFETY IS YOUR JOB, TOO.**

FIREARMS POLICY

1. Firearms may only be carried by Ironwood staff members who have been authorized by the director to carry firearms in their assigned duties in relation to security and have successfully completed the training and qualification program.
2. Initial training will include but is not limited to the following:
 - a. Legal, moral, and ethical use of deadly force.
 - b. Color code of mental awareness.
 - c. Civil liability.
 - d. Concealed carry procedures.
 - e. Target engagement from arms length to twenty-five yards under time pressure.
 - f. Shoot or no-shoot scenario training.
 - g. Low light and night shooting.
 - h. Use of cover and concealment.
 - i. Qualification.
3. All handguns, shotguns, rifles, holsters, and ammunition carried by staff members must be inspected and approved by the Security Team Leader. All handguns must be carried on the strong-side hip in an approved holster and be concealed in such a way as to prevent accidental exposure during a wide range of activities.
4. Firearms should not be carried during the performance of normal work duties unless there is a specific, imminent, and credible threat to the safety of campers, staff, students, or guests. Firearms may be stored in vehicles or offices provided they are in approved lockboxes, cabinets, or safes.
5. All staff members authorized to carry firearms must undergo continuing training and qualification with each weapon that they are authorized to carry.
6. Nothing in this policy limits the right of any person on camp property to possess or carry a firearm within the boundaries of his home or place of residence.

FIRE PREVENTION

The purpose of this section is to assist in reducing fire loss and damage by recommending appropriate programs and procedures. The further purpose is to provide an awareness of the hazards of fire among those individuals or groups responsible for maintenance and operation of camps, retreat centers, and conferences, and to acquaint them with the elements of fire prevention and protection. Be sure your staff members and employees are familiar with the following:

CAUSE OF FIRE

To properly address fire prevention, it is beneficial to have an understanding of how a fire develops and behaves in a building. Fire is essentially a chemical reaction in which fuel mixes with oxygen and is then heated by some device or action known as ignition, to a point where flammable vapors are produced.

Fuel

Buildings frequently contain numerous fuels. These may include combustible building materials such as wood and plastic, furnishings, equipment, supplies, records, and other collections of materials. Flammable liquids such as cleaning solvents, paint, paint thinner, and motor fuels may also contribute to a building's fuel load.

Ignition

Common ignition sources include: electrical lighting and power systems, heating and air conditioning equipment, heat producing conservation and maintenance activities, and electric office and kitchen appliances. Arson, unfortunately, is a common threat and must always be considered in fire safety planning.

Combustion

When an ignition source comes in contact with a fuel, the combustion process starts. The typical accidental fire begins as a slow growth, smoldering process which may last from a few minutes to several hours. The duration of this "incipient" period is dependent on several factors including fuel type, its physical arrangement, and quality of available oxygen. During this period, heat generation increases, and light to moderate volumes of smoke start to show. The characteristic smell of smoke is usually the first indication that an incipient fire is underway.

As the fire reaches the end of its incipient period, there is usually enough heat to permit the onset of open, visible flames. Once this happens, the fire dynamic changes from a relatively minor situation to a very serious event. Rapid flame and heat growth will follow, with ceiling and upper room temperatures exceeding 1,800 degrees Fahrenheit. Flames can ignite adjacent to combustible contents, while the safety of occupants in the space become seriously threatened.

Within 3 to 5 minutes, room temperatures may be sufficiently high to cause room "flash." At this point, most combustible contents in the space will ignite and be destroyed, and human survivability becomes impossible. Smoke generation in excess of several thousand cubic feet per minute will occur, obscuring visibility and impacting contents remote from the fire.

If the building is structurally sound and non-combustible, heat and flames will consume all remaining combustibles and then self extinguish. However, if wall and/or ceiling fire resistance is inadequate (i.e., open doors, wall/ceiling breaches), the fire can spread into adjacent spaces, and start the process over. If the fire remains uncontrolled, the complete destruction or "burn out" of the entire building and contents may ultimately result. In large buildings, fires commonly spread through door openings and wall cavities, so that the entire building falls victim.

CLASSES OF FIRE

Fires are classified according to the types of objects being burned.

Class A

Ordinary combustibles such as wood, paper, cloth, rubber, or certain types of plastic.

Class B

Flammable or combustible gases and liquids such as gasoline, kerosene, paint, paint thinners, varnishes, cleaning solvents, certain floor polishes, and propane.

Class C

Energized electrical equipment such as appliances, electrical control panels, and power tools.

HOW TO PREVENT FIRE

1. Class A fires can be avoided through simple, routine housekeeping.
 - a. Make sure storage and work areas are free of trash.
 - b. Place oily rags and similar debris in covered metal containers away from any flame producing source.
 - c. Empty all trash containers frequently.
2. Class B fires can be prevented by taking special precautions when working with or around flammable liquids or gases.
 - a. Use flammable liquids only in well ventilated areas.
 - b. All flammable liquids, such as paints, varnishes, cleaning solvents, and floor polishes, should be stored inside an approved flammable liquids storage cabinet, and quantities of these materials stored inside the building should be kept to a minimum.
 - c. Store flammable liquids away from spark producing sources.
 - d. Limit portable storage cans to a maximum of five gallons each.
 - e. Power lawn mowers, snow blowers, and other gasoline powered equipment and their fuel should be stored outside or in a designated storage building.
 - f. Make sure outside storage of flammables is at least 20 feet away from other buildings.
3. Class C fires, involving the use or misuse of electrical equipment, are one of the major causes of fire. Class C fires can be prevented by taking the following precautions:
 - a. Check electrical equipment for old or worn wiring or broken, damaged fittings.
 - b. Prevent electric motors from overheating by keeping them clean and in good working order.
 - c. Where fuses are used, never install a fuse rated higher than specified for a circuit.
 - d. Never overload wall receptacles. One wall outlet should have no more than two plugs.
 - e. Don't plug more than one heat producing appliance into an outlet.
 - f. Investigate any appliance or equipment that smells strange. This is often the first sign of a fire.
 - g. The use of extension cords should be kept at a minimum. They should never be used as permanent electrical wiring.

FIRE EXTINGUISHER CLASSIFICATIONS

Each fire extinguisher displays a rating on the faceplate showing the class of fire it is designed to put out. Some extinguishers are marked with multiple ratings such as BC, ABC, or ACK.

1. Class A extinguishers are effective on ordinary combustibles. The extinguisher cools the temperature of the burning material below its ignition temperature. These extinguishers use pressurized water, foam, or multi-purpose dry chemical agents. Class A extinguishers carry a numerical rating, such as 2-A, that indicates how large a fire an experienced person can safely put out with that extinguisher.
2. Class B extinguishers should be used on flammable liquids or gases. Class B extinguishers may come in several types including foam, carbon dioxide, ordinary dry-chemical, and multi-purpose dry-chemical. Class B extinguishers also carry a numerical rating similar to Class A extinguishers.
3. Class C extinguishers are to be used specifically on electrical fires. Class C extinguishers may contain carbon dioxide, ordinary dry-chemical or multi-purpose dry-chemical. Never use water extinguishers or any extinguishing agent capable of conducting electricity on Class C fires. Class C extinguishers carry a letter rating only to indicate that the extinguishing agent will not conduct electricity.
4. Class K fire extinguishers are specifically designed for use on fires that involve combustible cooking vegetable oil or animal fats in commercial cooking equipment. Typical appliances include fryers, griddles, range tops, broilers, and woks. Class K extinguishers, which also carry Class A and Class C letter rating are recommended. Class K extinguishers also carry a numerical rating that indicates how large a fire an experienced person can safely put out with that extinguisher.

To eliminate confusion for your staff members and employees as to which type and size fire extinguisher they should use on the various types of fires, it is recommended that all extinguishers have a minimum rating of 2-A:20-B:C. The exception is the kitchen where a 2-A:C:K fire extinguisher is required.

FIRE PROTECTION EQUIPMENT

1. "All Purpose" ABC type fire extinguishers with a minimum rating of 2-A:20-B:C should be available throughout your facility, except the dining hall kitchen, where a 2-A:C:K fire extinguisher is required.
2. If a building is heated, there should be a designated fire extinguisher for that building. If there is no heat source, there should be a fire extinguisher within 75 feet.
3. All interior fire extinguishers should be properly mounted on a wall, near an exit. Exterior fire extinguishers should be mounted on an exterior wall or poles in conspicuous locations.
4. All fire extinguishers should be serviced and tagged annually by a qualified vendor.

5. Check all fire extinguishers weekly for tampering or removal.
6. All staff members and employees must be trained in the proper use of fire extinguishers and fire protection equipment.
7. All buildings designed for overnight occupancy and equipped with electricity should be protected with smoke detectors hardwired into the electrical system with a battery backup. Battery only units should be replaced.
8. Batteries in smoke detectors should be checked seasonally, and batteries should be replaced at least annually.
9. Protect heating unit chimney or vent pipes against nesting birds and varmints which could create obstructions.

FIRE EMERGENCY ACTION PLAN

1. Primary and secondary escape routes should be outlined for every area of the larger buildings.
2. Maps of escape routes with simple instructions should be posted in the larger buildings.
3. Emergency Action Leaders should be assigned specific duties, such as verifying everyone in their area has evacuated the building.
4. Handicapped and those with a history of certain medical conditions should be assigned a specific person to guide them to safety.
5. Stairways and exits should be kept free of obstacles that could block or hinder an evacuation.
6. Periodic fire drills should be conducted to identify problems before an actual fire occurs. Treat the drills as if they were the “real thing.”

HOW TO EVACUATE

The following steps will assist in evacuating your facility:

1. Know and follow the procedures outlined in your Emergency Action Plan.
2. During any evacuation, proceed calmly, but quickly.
3. Never use an elevator. A loss of power can trap someone inside.
4. Close the door if you are the last person out of a room. Do not lock the door as it could hinder the fire department’s search and rescue efforts.
5. Keep low to the floor to avoid smoke and toxic gases.
6. Once you are safely outside the building, everyone should report immediately to predetermined areas so others will know you are not trapped inside.

IF YOU ARE TRAPPED

Don’t panic. Your ability to think clearly could save your life.

1. If a telephone is available, call 911 or your local fire department and state your exact location in the building.
2. Never open a closed door without feeling the door first with the back of your hand. If the door is hot, try another exit. If no other exit exists, seal the vents and cracks around the door with anything available.
3. If you are having difficulty breathing, remain close to the floor and ventilate the room by opening or even breaking a window.
4. If your clothes catch on fire, stop, drop, and roll. Do not run, as this only feeds the fire with more oxygen, making it burn faster.
5. If someone near you catches on fire, smother the flames by grabbing a jacket, blanket, or rug and wrapping it around him or her.

Fire is a killer. To be safe in your facility, your staff members and employees should learn the classes of fire and how to prevent them. Make sure you have an Emergency Action Plan so your staff members, employees, and campers know how to react if you experience a fire.

HAZARD COMMUNICATION (SSM)

1. Purpose—the purpose of the Hazard Communication Program, in accordance with the guidelines published by OSHA, is to evaluate chemical substances used in the workplace and to communicate to staff members information concerning hazards and the appropriate protective measures.
2. Reporting accidents and incidents—all accidents or incidents involving campers or staff must be reported.
3. Additional information—additional information may be posted on a bulletin board in the business office, first aid office, or appropriate storage area.

4. Hazardous chemicals—an inventory of all hazardous chemicals used in the facility is available to staff members.
5. Labels and signs—all chemicals which could present a health or physical hazard will be appropriately labeled.
6. Labels will use the following code of colors, letters, and numbers:

<u>Target Organs</u>			
R = Respiratory (inhale)	S = Skin	E = Eyes	
L = Liver	K = Kidneys	H = Heart	
B = Blood	CVS = Cardiovascular	CNS = Central Nervous System	

<u>Colors</u>	<u>Risk Factor</u>	<u>Routes of Entry</u>	<u>Other Hazards</u>
Red = Fire Hazard	0 = minimal risk	R = Inhale (Respiratory)	ACID = Acid
Blue = Health Hazard	1 = slight risk	S = Skin	COR = Corrosive
Yellow = Reactive Agent	2 = moderate risk	E = Eyes	ALK = Alkali
White = Other (indicated)	3 = serious risk	I = Swallow (Ingest)	W = Water Reactive
			OXY = Oxidizer
7. Hazard warning labels may be any type of message, words, pictures, or symbols that convey the hazards. Signs may be used in place of labels in some areas. If a staff member transfers chemicals into small portable containers for immediate use, he doesn't need to label the container.
8. Material Safety Data Sheets (MSDS) for each hazardous chemical stored or used by this facility will be obtained and made available to all staff members. MSDS contain at a minimum the following information:
 - a. Product identity
 - b. Chemical name
 - c. Product ingredients
 - d. Chemical characteristics
 - e. Potential physical hazards
 - f. Potential health hazards
 - g. Exposure rates and permissible exposure levels
 - h. Potential carcinogenic characteristics
 - i. Safe handling and use procedures
 - j. Control measures to be used, including personal protective equipment
 - k. Emergency first aid procedures
 - l. Name, address, and telephone number of the person who prepared the MSDS and the date of preparation

As a general rule, MSDS are not required for products acquired in small containers at retail stores, business supply stores, or where such materials are commonly considered exempt by the US Department of Labor from the MSDS requirement or as long as the product is used or dispensed from the original factory-labeled packaging/container.
9. The safety coordinator is responsible for maintaining an inventory and location of all chemicals. An MSDS of each chemical on the inventory will be maintained with safety manuals. The MSDS are filed in a loose-leaf binder labeled MSDS. The MSDS are filed alphabetically by product name (emphasis is on the common name by which the chemical is known; e.g., Dawn for the dishwashing soap as opposed to the name on the MSDS—"Professional Line Dawn").
 - a. Team leaders are responsible for obtaining MSDS for all new chemicals added to their inventory if not provided with the product.
 - b. Directors and team leaders are responsible to furnish a list and periodic updates of hazardous chemicals and their quantities to the safety advisor. Each team leader shall have in their central area of operation an MSDS loose-leaf binder similar to that of the safety advisor and containing the MSDS of all chemicals used in their operations. Each staff member must know the location of the MSDS for his team leader.

LIFTING AND MOVING SAFETY

Injury due to lifting and moving is a major cause of workers' compensation claims for camp and retreat center employees and medical claims for volunteers. Employees and volunteers should receive instruction regarding proper techniques for lifting and moving equipment or materials. Improper lifting and moving is especially risky for senior citizens and people who are out of shape or overweight. Proper techniques will help reduce the following:

1. Strains and sprains due to overexertion of muscles.
2. Fractures due to dropping a heavy load.
3. Wounds from handling sharp, rough surfaces.

4. Hernias of the abdominal wall due to strain.

Prevent pain, injuries, and damage by following these basic steps for safe lifting and moving:

1. Plan the job—plan a route that’s free from tripping and slipping hazards. Know where the object will be unloaded and plan “rest stops” along the way.
2. Examine the object—determine its weight and look for sharp edges. Check to see if the load is stable and equally distributed. Decide how to hold the object.
3. Get a good grip—use palms and fingers to make carrying easier and to protect hands and feet. If you wear gloves to prevent cuts or burns, make sure they fit properly.
4. Wear safety shoes—depending on duties, the task, and objects to be moved, shoes with reinforced toes and non-slip soles should be worn.
5. Get help—ask for help (or use a mechanical aid such as a hand truck or cart) if you have any doubt about moving the object by yourself.
6. Lift with your legs—assume a comfortable stance. Lift smoothly without jerking, keeping the load close to the body. Avoid twisting your body as you lift.
7. Keep hands in the “clear”—be careful not to crush fingers when unloading.

Practice the following methods for lifting, carrying, unloading, special lifts, pushing, and handling special objects.

LIFTING

Do warm-up exercises before lifting. The disks in your spine are like sponges; they absorb fluid while at rest and lose fluid if “warmed-up” with exercise. Disks which are warmed-up are less likely to rupture from the strain of lifting something.

1. One-Person Lift
 - a. Stand as close to the load as possible, feet spread apart. Slide the load close to you if it’s on a shelf.
 - b. Bend at the knees, keeping your back straight and stomach tucked in. You’ll reduce the risk of pinching a disk.
 - c. Grasp the load firmly.
 - d. Hold the load close to the center of your body.
2. Alternative Lift

When it’s not possible to bend your knees or get close to the object, such as removing an object from the trunk of a car, use the following:

 - a. Stand close to the object to be lifted.
 - b. Bend at the knees if you can, or brace yourself by putting your knees against a solid object, such as the car’s bumper.
 - c. Bend at the hips, keeping your head and back in a straight line.
 - d. Lift gradually, using legs, buttocks, and stomach muscles.

CARRYING

Injuries can be prevented by using the following:

1. Keep the load close, to take full advantage of the mechanical leverage of your body.
2. Don’t change your grip on the load unless its weight is supported.
3. Avoid twisting your body - if you must change direction, move your feet instead.
4. Don’t block your vision by carrying too large a load. Get help if you need it.
5. Face the spot where you will unload by turning your feet and whole body in that direction.

UNLOADING

Be as careful unloading as you are when lifting. Repeat the same procedure in reverse:

1. Bend your knees to lower the load. Keep your back straight and the weight close to your body.
2. Be careful with fingers and toes. Allow enough room for them when the load is set down.
3. Slide the load into tight spaces. It’s much easier and safer than trying to lift it.
4. Place the load on a bench or table by resting it on the edge and pushing it forward with your arms and body.
5. Be sure the load is secure wherever you place it. Make certain it won’t fall, tip over, roll, or block someone’s way.

SPECIAL LIFTS

1. One-arm Loads
 - a. Reach for the load—bend at the knees and waist, and keep your back straight.

- b. Grasp the load firmly—use a handle if possible.
 - c. Lift with your legs, using the free arm for balance.
 - d. Keep your shoulders level and switch hands frequently.
2. Team Lifts
 - a. Work with someone of similar build and height, if possible.
 - b. Choose one person to call the signals.
 - c. Lift from the hips at the same time, then raise the load to the desired level.
 - d. Move smoothly and in unison.
 3. Awkward Objects
 - a. Stand over one corner of the load, with your feet spread apart.
 - b. Grab the bottom inside and top outside corners.
 - c. Bend your knees and lift, keeping the same grip.
 4. Overhead Lifts
 - a. Lighten the load, if possible.
 - b. Stand on something sturdy, with one foot in front of the other.
 - c. Get help if the load is awkward or heavy.
 5. Lowering from a High Place
 - a. Test the load’s weight by pushing up on it. Check whether the load will shift when you lift it.
 - b. Stand as close to the load as possible.
 - c. Grasp the object firmly, sliding it down your body.
 - d. Get help if necessary.

PUSHING

1. Pushing gives you twice the power. Whenever possible push, don’t pull. Keep the strain off your back. Let your body’s weight and leg muscles do the work for you. For either movement, remember:
2. Stay close to the object.
3. Get a good grip on the object.
4. Keep your back straight, stomach in, and knees bent.
5. Lean in the direction you’re pushing or pulling.

SPECIAL OBJECTS

Special objects require special handling. The following are examples which may be encountered.

1. Barrels, drums, and kegs—get someone to help you or use a mechanical aid. Check whether the contents pose any hazards, and follow required precautions for moving. If you must move a barrel by yourself, roll it. Do so only if you can safely lower and control the container.
2. Boxes and cartons—grasp opposite bottom corners and keep the object to the middle of your body.
3. Sacks—carry the sack on your shoulder, braced by your hand on your hip. Or, hold it at opposite ends, resting the load against your hip and stomach.

LIGHTNING

WWW.LIGHTNINGSAFETY.NOAA.GOV

In the United States, there are an estimated 25 million lightning flashes each year. During the past 30 years, lightning killed an average of 58 people per year. This is higher than 57 deaths per year caused by tornadoes and average 48 deaths to hurricanes. Yet because lightning usually claims only one or two victims at a time and does not cause mass destruction of property, it is underrated as a risk. While documented lightning injuries in the United States average about 300 per year, undocumented injuries are likely much higher.

1. Watch for Developing Thunderstorms—Thunderstorms are most likely to develop on spring or summer days but can occur year round. As the sun heats the air, pockets of warmer air start to rise and cumulus clouds form. Continued heating can cause these clouds to grow vertically into towering cumulus clouds, often the first sign of a developing thunderstorm.
2. When to Seek Safe Shelter—Lightning can strike as far as 10 miles from the area where it is raining. That's about the distance you can hear thunder. If you can hear thunder, you are within striking distance. Seek safe shelter immediately.
 - a. A safe building is one that is fully enclosed with a roof, walls and floor, and has plumbing or wiring.
 - b. Unsafe building include car ports, open garages, covered patios, picnic shelters, beach pavilions, golf shelters, tents of any kinds, baseball dugouts, sheds and greenhouses.

3. Outdoor Activities—Minimize the risk of being struck. Most lightning deaths and injuries occur in the summer. Where organized outdoor sports activities take place, coaches, camp counselors and other adults must stop activities at the first roar of thunder to ensure everyone has time to get to a large building or enclosed vehicle. Leaders of outdoors events should have a written plan that all staff are aware of and enforce.
4. Indoor Activities: Inside buildings, stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity. Stay away from pools (indoor or outdoor), tubs, showers and other plumbing. Buy surge suppressors for key equipment. Install ground fault protectors on circuits near water or outdoors. When inside, wait 30 minutes after the last clap of thunder, before going outside again.
5. Helping a Lightning Strike Victim: Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention. Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately. Call 9-1-1 immediately and perform CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available.
6. Summary: Lightning is dangerous. With common sense, you can greatly increase your safety and the safety of those you are with. At the first clap of thunder, go to a large building or fully enclosed vehicle and wait 30 minutes after the last clap of thunder before you to go back outside.

WHEN THUNDER ROARS, GO INDOORS!

MEDIA GUIDELINES

SUGGESTED GUIDELINES FOR RESPONDING TO THE MEDIA

Next to the safety of all stakeholders and facilities, the proper handling of information that is disseminated to parents and the media must be a priority for the chief administrator. Remember that the news media has a responsibility to factually report the events taking place. The following list of suggestions for working with the media will assist in minimizing the disruption during a school crisis and informing the public about a newsworthy event.

1. All personnel must direct all media inquiries to the administrator or designated spokesperson to avoid confusion and ensure consistency of information given to the media.
2. Anyone questioned should make every effort never to use the statements “no comment” or “this is off the record.”
3. Do not permit interviews with students or staff on the premises during a crisis, and do not permit videotaping or picture taking inside the building except in the spokesperson’s office or designated media room.
4. The school should set up a comfortable room close to the entrance of the building that may be used by the media in the event of a level I or II crisis. The room should have one or more telephones and electrical outlets for use by the media representatives. Offering coffee, soft drinks, and snacks would be a hospitable gesture.
5. One technique to control access of the media is to declare the entire school facility a crime scene. To protect the honesty of the investigation, even the media must be escorted in a crime scene.
6. The spokesperson should respond to the media in a timely and professional manner. He should avoid being defensive and not treating the interviewer as an adversary. Also, the spokesperson should acknowledge the difficulty of the media’s role and take the position of helpfulness.
7. The spokesperson should prepare a written statement or have notes with points for quick reference. If the answer to a question is not known, a return call with the information may be made. The spokesperson should release factual information only. Also, he must not make assumptions and avoid any speculation as to why. It is best to keep the discussion moving toward “what next.”
8. To help protect the school, emphasis should be on what is being done by the school to contain and resolve the crisis. A good reply would be, “Every effort being made is focused on the safety of the students. I’m not going to make any conjecture. I am only going to present the facts that are known at this time.”
9. The spokesperson should not disclose personal information about a staff member or student. You will need to check your state statutes concerning professional and personal data. The following is generally accepted in most states:
 - a. Directory or student records information on students can only be released with parental consent.

- b. The following personnel information can be released. However, we do not recommend releasing any information without first consulting the individual or the next of kin.
 - 1) Name
 - 2) Age
 - 3) Date of original employment
 - 4) Current position
 - 5) Current title
 - 6) Current salary
 - 7) Date of most recent change in position classification
 - 8) Station to which person is currently assigned
10. To help communicate with the media during a time of crisis, drop the educational terminology and say what you mean in simple terms.
11. Although demands may be heavy and the situation is chaotic, the spokesperson should cooperate with the media. Set a time and place to be interviewed by several reporters at the same time. Remember that the media will get their stories, either from you or from others. It is important to make plans for regular, scheduled news conferences.
12. By inviting the media to cover positive school events throughout the year, you can establish a relationship with the media before a crisis occurs.
13. Track media coverage until the crisis and story are finished. Assign staff people to tape television and radio news programs, to read and clip newspaper stories and to search for and download stories from the internet and from pertinent websites. This will enable you to determine if any inaccuracies or rumors are being carried so that you can correct them, to gauge public reaction and sentiment, and to give you valuable story documentation from which to learn and to review after the crisis and stories are past.
14. Since quick, careful and convincing communication is vital during a crisis, it is recommended that schools retain the services of a media trainer who can provide your staff and faculty at least one day of comprehensive training to help them understand the media better and develop the strategies and skills necessary to provide concise and effective media responses. Handling the local (or, in some cases, national) media adequately requires a coordinated team effort. It is far too big and important a job to be handled just by the spokesperson.

One recommended media trainer who specializes in providing media crisis management training to Christian organizations is Dave Partridge, a former journalist, who has been conducting such training throughout the United States and beyond since 1978. He can be reached at dpprmedia@aol.com or at 864-834-3777.

PERSONAL PROTECTIVE EQUIPMENT

As the employer, you are responsible for eliminating workplace hazards whenever possible. When hazards can't be completely eliminated, you are required to provide appropriate personal protective equipment (PPE). It is also your responsibility to see that employees and volunteers wear or use the equipment that is provided for them. Further more, it is the employees and volunteers responsibility to use, maintain, and store this equipment.

The following will assist you in identifying some areas of concern. You will need to analyze your particular facility to identify all areas.

1. Hands
 - a. Provide proper fitting gloves, selected for the right job.
 - b. General purpose work gloves made of cotton or leather for lawn care, general maintenance, etc.
 - c. Rubber gloves for protection from chemicals, such as cleaning fluids, oils, etc.
 - d. Disposable gloves made of latex should be provided for anyone providing first aid.
2. Eyes
 - a. If there is airborne dust or grit, danger of flying chips (metal, wood, stone), or splashing chemicals, eye protection should be provided. While normal eyeglasses offer some protection, they should not be the only means of protection since they may not be impact-resistant and offer no side-shielding.
 - b. ANSI-approved eye protection should be provided for those involved in using a grinding wheel for sharpening lawn care implements, operating lawn care equipment such as weed wackers, hedge trimmers, brush hogs, and chain saws. Signs should be posted requiring the use of eye protection.
3. Hearing

Noise levels on many jobs are high enough and prolonged enough to cause hearing damage. Hearing protectors, such as earplugs or earmuffs, should be available. Plain cotton is not effective hearing protection. Hearing protectors must be worn, worn properly, and kept in good condition to be effective. Some areas where

hearing protection should be worn: while operating power lawn mowers, weed wackers, hedge trimmers, chain saws, power leaf blowers, etc. Signs should be posted requiring the use of hearing protection.

4. Footwear
Appropriate footwear or foot protection should be provided whenever there is reasonable probability that injury can be prevented by use of such equipment. Sneakers or foot thongs are not appropriate footwear for utilization of machinery or power equipment.
5. Headwear
Nonconductive head protection (helmets) should be provided where there is the possibility of injury from flying or falling objects or electric shock.
6. Respiratory Protection
Suitable respirators selected on the basis of the hazard to which the worker is exposed should be provided.

SLIPS, TRIPS, AND FALLS

SLIPS

Slips can be eliminated or reduced by the following:

1. Floor maintenance is everyone's responsibility. If you see something on the floor, pick it up or wipe it up immediately.
2. Mop up liquids and foods immediately after spills. Don't wait for a small spill to dry itself.
3. Frequently sweep the outside entrance to the building to prevent tracking sand, dirt, and water into the building.
4. Use "walk off" mats at all entrances to collect sand, dirt, and water.
5. Mats should be cleaned frequently. A "loaded" mat is worse than no mat at all. Don't forget to clean under the mat also.
6. Equip dishwashing areas with rubber mats.
7. Post "Caution—Wet Floor" signs when maintaining floors or after cleaning up a spill.

TRIPS

Good housekeeping is the major factor in eliminating or reducing trips.

1. Avoid using extension cords, if possible. If you must use one, never place it (phone, sound equipment cables, or other cords) in a walking area. If there is some traffic in the area, tape it or use a cord cover over it.
2. Hallways, aisles, and stairs should not be used for storage purposes.
3. Storage areas should be kept neat and orderly with proper walkways or aisles. If necessary, install shelving to get items off the floor.
4. Be alert to worn, torn, or wrinkled carpet, as well as loose or missing floor tile, that may need to be repaired or replaced.
5. Arrange furniture to avoid an obstacle course of potential falls.
6. Be alert to boardwalk planks or nails, uneven walkways, or steps that may need be repaired.

FALLS

In 2005, 13% of work-related fatalities were the result of a fall. The following will help avoid falls:

1. Proper lighting in stairways and storage areas.
2. All stairways having four or more risers should be equipped with a standard, graspable handrail. The number of standard handrails will depend on both the width and enclosure of the stairs.

LADDER USAGE

1. Don't substitute tables, chairs, boxes, etc., for a ladder.
2. The proper class of ladder should be utilized with specific avoidance of Class III, which would be household duty and probably too light for a commercial application.
3. Provide a good ladder which should be equipped with safety feet. Check the condition of the rungs periodically.
4. When using a step ladder, spread the legs to their limit and check the locking mechanism.
5. The top of ladders used to gain roof access should extend at least 3 feet above the point of contact.
6. The base of a ladder should be level and solid. Shore up the legs if the ground is uneven.
7. Have someone hold the bottom of the ladder to keep it from shifting.
8. Don't overreach. If your belt buckle reaches past the uprights, you've gone too far and you should move the ladder.

9. Always face front and avoid twisting or turning on the ladder. Don't step on the top rung.
10. Only one person should use the ladder at a time.
11. Follow the 4 to 1 rule. Ladders should be one rung length out from the wall for every four rungs to where the ladder touches the wall.
12. You need both hands to climb. Wear a tool belt and pull materials to you after you reach the top.
13. Metal ladders should not be used near electrical service.
14. Wood ladders should not be stored in a furnace/boiler room. Excess heat in this area dries out the wood, causing deterioration.
15. Any ladder with broken rungs or split siderails should be tagged "Defective - Do Not Use" and removed from service.
16. Any ladders which are discarded must be cut in half through the rungs. Catastrophic losses have occurred where broken ladders were removed from dumpsters and eventually used, resulting in personal injuries.

Slips, Trips, and Falls can also be reduced by—

1. Taking care—statistics show that falls are more serious the older you are.
2. Not taking chances—avoid foolish risks and avoid tasks that are beyond your ability.
3. Be alert—watch where you are going and watch what you are doing.

SPONTANEOUS COMBUSTION

Spontaneous combustion is a self-ignition substance through chemical action of its constituents. This is not the same as putting charcoal grill ashes in the dumpster and it later catching fire because there was a hot coal still mixed in. Spontaneous combustion is not having fireplace ashes and partly burnt pieces of wood left in a bucket from cleaning out the fireplace burst back to life and cause a fire. Neither is good and should not be done, but these are not examples of spontaneous combustion.

Spontaneous combustion is the generation of sufficient heat from a chemical reaction to cause combustion. The cause is often oily rags. Sources of oily rags can include shops, cleaning .22s, WD 40, various solvents, mineral spirits, drop cloths from wood staining, etc.

So what should we do with oily rags?

1. Do not save them. Dispose of them.
2. How can you dispose of them? Put them in a garbage bag and add water to the bag until the rags are soaked. Tie the bag shut and put it in the dumpster.

What should you do with drop cloths?

If the drop cloth is pretty well impregnated with oil, discard it as you would an oily rag. If it is still worth keeping, it needs to be put in the barrel designated for this purpose with the lid secured.

What should you do if a trash can bursts into flames?

Call for help. Use a fire extinguisher. Evacuate the building. Call 911. Call ERT.

STRANGERS AND VISITORS ON CAMP PROPERTY

(SSM EXPANDED)

Because of our location and distance from the highway, we have had very few people show up at Ironwood. Most people coming here have a specific purpose. Our goal as a staff is to determine that purpose and react accordingly. In all of your service to our campers and guests, please smile. What should be our attitude toward visitors? Kind, respectful, helpful, and cheerful!

1. It is the duty of every resident staff person to question every visitor who is not in the presence of someone you know. Ask, "May I help you?" Get their name and identification.
2. Direct them in a courteous way to the proper people to meet their needs or show them where the office is.
3. If someone is an unwanted visitor, is someone you don't know, is someone whom you feel may be a problem on the property, or is just wandering around and does not seem to have any purpose, please call the office on the intercom or radio immediately or contact a resident staff team member.
4. If an inspector comes to inspect the kitchen, etc., keep on with your work duties. Do not be intimidated by them.
5. If someone starts asking particular questions about our facilities and policies, please do not answer the

questions. Refer them to the registration office or the camp director.

6. If you have any doubts at all about the safety or reliability of any unknown person, please stay with them until you bring them to the director or supervisor.

IF A TRANSIENT

1. They will probably need to be escorted off the property. The security team should do so in a kind way.
2. Two staff members should be present.
3. It is often necessary to take them all the way to Barstow.

Remember, the security of our campers is of utmost importance and requires our constant vigilance and willingness to be inconvenienced to insure their well-being.

WATER AND POWER SYSTEM GUIDELINES

CALL BEFORE DIGGING

Absolutely no backhoe work without first consulting with the property services or people services director. The time it takes to figure out where pipes and wires are underground is part of the project. Accidents will still happen, but failure to ask first is not an accident and may result in loss of backhoe privileges. As loathe as we all are to use a shovel, there are times when that will be the only option. Just remember that a shovel can break a pipe and cut a wire also. Make sure that what you are hacking at is really a root.

All water line breaks, whether large or small, must be reported to the property services or people services director before being repaired. We want to make sure that adequate steps are taken to insure the health of those who will drink downstream from any break. “Dig, Oops, Repair, and Shut up” is not a viable option.

NEW UNDERGROUND WATER SYSTEM OR ELECTRICAL SYSTEM ADDITIONS

Any new underground water system or electrical system additions should be approved ahead of time by the property services or people services director. Ahead of time means before any existing systems are tampered with in any way other than being dug up by shovel and exposed to view. Make sure that all parts necessary to make repairs are on the property. There is no good time for extended down time, so a plan and time estimate are important and should be communicated to those who will be affected. No existing system should be left out of service overnight if possible. Remember that electricity and water are fourth and fifth on the list of distractions and are only after no answers, no flexibility, and safety.

ELECTRICAL LINE DISRUPTION

Any electrical line disruption must be reported to the property services or people services director before being repaired. Remember that electricity can kill, so use caution when using a shovel in the vicinity of known electric lines. Try to avoid nicking the insulation on buried lines. A nick will compromise the line sooner or later if not properly re-taped and sealed. We will be glad to turn off the power and help you to fix your break; we just want to make sure it is fixed properly so that the splice doesn't fail in the future.

SYSTEM SERVICE DISRUPTION

Any system service disruption must be communicated to those affected with the plan and time estimate of restoration of service at the earliest possible convenience. If it is not possible to make repairs the same day, everyone who may be affected by the lack of service should be notified and alternate arrangements made as necessary before the end of the work day. The people we don't notify will certainly track us down, but the animals affected could be in serious jeopardy.

WORKING IN FREEZERS

1. Wear warm clothing if you will be in the freezer for any length of time—the temperature is usually around -10° F. Hypothermia and frostbite can readily occur at these temperatures. (Not shivering is not necessarily a sign that a person is not cold.)
2. Use gloves—do not touch cold metal with your bare hands. Moisture on your hands could cause them to stick to the metal. Frostbite could occur.
3. Leave the door open—an open door should alert other people to the fact that someone is working in there. When you see the door open, visually check to see if someone is there and that he is okay.

4. Notifying someone to check on you is another good idea to help watch out for you safety while working in a freezer. (Be sure to let them know when you are done.)
5. Locked in a freezer!
 - a. Stay calm.
 - b. Find the door.
 - c. Push on the door (maybe it is not locked).
 - d. Find the emergency escape mechanism.
 - e. Push on the escape mechanism.
 - f. Twist the curled knob (“lefty loosey”) until it comes off. Push on the door.
6. Never block a freezer door.
7. Never play with someone by shutting them in or turning off the light.
8. Always visually check to be sure no one is in the freezer or refrigerator before turning of the light and locking the door.

SAFETY MANUAL

Chapter 2 ACTIVITIES

ACTIVITIES

The many activities your campers experience become lasting memories for them. Make them good memories by providing safe facilities and procedures. The following will assist you, but always check with your local jurisdiction for current regulations pertaining to your facility.

ARCHERY AND RIFLE RANGES

A camp's archery and rifle ranges can be the site of many proud moments and hours of enjoyment for campers. By exercising a few practical safety measures, you can keep the areas from being the site of dangerous shooting accidents. The essential elements of the proper use and responsibility of firearms and archery are a positive attitude, knowledge, and skill. Ignorance and carelessness are the greatest cause of firearms and archery related accidents.

GENERAL

1. Keep your shooting ranges away from other activities and buildings.
2. Shooting ranges must have strict supervision at all times.
3. Range and shooting/archery rules must be posted in a conspicuous location, be legible, and enforced and at a minimum contain the following basic rules:
 - a. Treat all guns as if they were loaded.
 - b. Always keep your finger out of the trigger guard of a gun until ready to shoot.
 - c. Never point a firearm or bow at anything you are not willing to destroy.
 - d. Be sure to know your target and what is beyond.
4. Signs must be posted around the perimeter of the ranges, at sufficient distance from the range, to warn other campers and participants they are about to enter a dangerous area.
5. Ranges must be clear of obstructions, trip and fall hazards, and debris that can cause a ricochet back at the shooter.
6. A designated firing line should be established and the firing line should be level.
7. A safety class/discussion in the operation of equipment, shooting positions, range commands, firearms/archery safety rules and handling, and range rules, should be conducted before any activities begin with written verification of the training being conducted.
8. Racks or tables should be provided for temporary storage of firearms/archery equipment on the range while shooting is commencing.
9. Firearms and arrows/bows should always be pointed in a safe direction and never at another person.
10. All targets must be free from particles that can break off and ricochet back at the participants.
11. All shooting and observing participants are required to wear eye protection and hearing protection (for firearms).
12. Every range should have emergency equipment on site, including a first-aid kit.
13. Trained first-aid responders should be on site or within close proximity to the range while activities are being conducted.

ARCHERY RANGE

1. Get permission from the program director to use equipment outside of class.
2. Always check the condition of equipment before use.
3. Never nock an arrow or draw a bow while facing someone.
4. Never draw and release a bow without an arrow in place.
5. Shoot only at the archery range.
6. Never shoot straight up into the air.

RIFLE RANGE

1. Provide effective backstops. Hills and clay banks should have a crest at least thirty feet above the level of the firing point.
2. The "Ready" line should be at least fifteen feet to the rear of the firing line.
3. The range should be run "cold" meaning no loaded firearms, actions open, magazines out of the firearms, and rifle muzzles pointed up while being transported.
4. If metal targets are used, they should be a minimum of ten yards from the participants.
5. BB gun activities must be separately supervised if rifle and BB gun activities are running at the same time.

6. Firearms must be kept in locked facilities when not in use. Safety equipment for storage can include firearm safes, lockable cases, lockable cabinets, and safety proofing devices such as trigger locks, etc.
7. If possible, any ammunition provided at the range should be accounted for at the end of shooting activities.
8. Ammunition must be kept in separate locked facilities, preferably at a separate location.
9. Firearms should only be cleaned when there is no ammunition present.
10. In keeping with our philosophy of teaching safe gun handling, we do not allow silhouette targets (or any other object whose shape resembles that of a human being) to be used by campers. We do not hold as strictly to this guideline for our resident staff who use the range on their personal time. (Since an empty trash can at the range is not guaranteed before each camp, any such targets used by resident staff must be disposed of in dumpster away from camper areas. This will help the range master not to have to explain why there are “shot-up people” in the trash can as he describes pointing-in-a-safe-direction rules.
11. If resident staff choose to shoot a shot gun at the rifle or shotgun ranges (whether on personal time or while supervising campers), they must pick up ALL shells. The range must be cold to complete the task, but the one who also has the fun of shooting the shells must pick up the trash.
12. Due to the density of rock in the terrain, please to not allow any shooting at items on the ground out to the first target (e.g., plastic bottles, cans, skeet, rocks). This is especially tempting for hand-gun users as the first targets are at about max effective range for handguns.
13. Live ammunition of any size or caliber must be picked up from the range. If the owner does not intend to use it, the range master must bring it back from the range. A camper (of any age) finding live ammunition and trying to use it or dispose of it improperly could face serious injury.

BOATING

GENERAL

1. Keep all canoes and boats “seaworthy.”
 - a. Refinish wood boats and canoes when necessary.
 - b. Keep canvas and other fabrics covered.
 - c. Patch any holes in canoes.
 - d. Store boats and canoes in a sheltered place, away from snow and rain.
2. All participants of all watercraft must wear approved life jackets.
3. Diving from any craft should be discouraged unless the area is familiar and the water depth is known.

CANOEING

1. Canoes without keels should not be utilized due to their inclination to overturn.
2. Avoid canoeing accidents by taking time to instruct campers well. Be sure they understand the following:
 - a. Generally, canoes are made for two people only.
 - b. Distribute weight equally from bow to stern and from side to side to avoid tipping over.
 - c. Provide proper paddles.
 - d. Should you capsize, always stay with the canoe, because it will float.
 - e. Accidents usually result from horseplay or from standing up.

CRAFT AREA (SSM)

1. Use extreme caution when campers are working with sharp tools.
2. Do not allow campers to put craft supplies into their mouths.
3. Do not leave campers in craft classes without qualified supervision.
4. Put everything away at the end of each session.

THE EDGE (SSM) (ROCKCRAFT PROGRAM)

Description of the wall—the climbing tower is a triangular shaped tower with twelve-foot wide sides. Each corner is a class two telephone pole. The poles have been planted in accordance with the Association for Challenge Course Technology standards. Also, all activity cables, guy wires, and belay cables were installed by Ironwood personnel in accordance with ACCT standards. All devices, cables, and structures were inspected by Signature Research personnel. The wall will utilize three sides for climbing, each route designed for a different skill level.

The height of the wall is thirty-two feet; the poles extend above the wall to allow room for the necessary belay cables and guy wires. The interior of the wall has a ladder with a platform at the top. Campers are not permitted inside the tower without special permission from the activity supervisor. The Leap of Faith is attached to the tower.

GENERAL POLICIES

1. Inspections
 - a. In-house inspections—the wall and all elements of The Edge will be inspected twice a year by the senior program director. The inspections will be in June before the summer season and in September before the fall season. Each inspection will be documented, kept on file, and will include the following areas:
 - 1) Cable clamps—the saddle of the clamp must be on the live wire. There must be two clamps on each end of the activity cable and three clamps on each end of the belay cables.
 - 2) Devices and safety equipment—to be inspected for wear; all moving parts must be in smooth working order. Routine cleaning and maintenance will be done at this time.
 - 3) Guy wires and ground anchors—to be checked for too much slack on the wire. Cables will be checked for any damage or rust that has begun to pit the cable; ground anchors will be checked for not pulling up from the ground at all and make sure the ground has not covered any part of the wire itself. The wire must remain visible for inspections.
 - 4) Holds—to be checked for tightness.
 - 5) Cables—to be checked for nicks and pitting rust. All loose ends must be secured.
 - 6) Poles—to be checked for horizontal cracks. Vertical cracks are normal on telephone poles; however, they should not become excessive, and they should not run from through bolt to through bolt.
 - b. Outside inspection—once a year Signature Research, Inc., or another comparable company, will do a complete inspection of The Edge. If The Edge passes inspection, a certificate will be given to Ironwood signifying that The Edge, all its elements, and its equipment meet industry standards.
 2. *Main facilitator
 - a. Age requirement—main facilitators must be twenty-one-years-old or older.
 - b. Training—the main facilitator of The Edge must be trained and certified by Signature Research, Inc., or another comparable company. The roughly sixteen-hour certification course teaches current industry standard practices in regards to facilitating a high ropes course. The main facilitator will train and test primary facilitators and examine skills and procedures of both the primary and secondary facilitators on a regular basis.
 3. *Primary facilitator—can set up the wall and belay all elements of the wall
 - a. Age requirement—a primary facilitator must be eighteen-years-old or older.
 - b. Training—each primary facilitator will be trained under the supervision of the main facilitator. The training course includes a minimum of twelve hours of experience and instruction in both safety and facilitating the use of The Edge. Additional training will be conducted for the setup of the elements and supervision of the secondary facilitators.
 - c. Inspections—the main facilitator will check the equipment and operation of The Edge periodically to ensure the primary facilitator is continuing to maintain the standards taught.
 4. *Secondary facilitators—belayers
 - a. Age requirement—secondary facilitators must be eighteen-years-old or older.
 - b. Training—each secondary facilitators will be trained under the supervision of the main facilitator. The training course includes a minimum of four hours of experience and instruction in both safety and facilitating the use of the climbing wall. Separate training times will be conducted for each additional element at The Edge and separate certifications issued.
 - c. Inspections—each belayer will be inspected by the main and primary facilitators throughout the season to insure that proper belaying techniques are being followed. Failure of one of these spot tests will result in the belayer's removal from the wall until he can demonstrate perfectly the skills .
- * *At least one facilitator with CPR/First Aid training must be at The Edge when it is in operation.*
5. Participants
 - a. Age requirements—there is no minimum age for participation; however, the individual must fit properly into the available harnesses.
 - b. Health restrictions—each participant needs to be aware of the physical challenges involved in climbing a wall.
 - c. Optional participation—no one is forced to climb or jump; each participant chooses to participate willingly.
 - d. Dismissal—participants may be dismissed from The Edge if they fail to follow the posted rules and

- verbal instructions of the belayers. Unsafe behavior will not be tolerated.
- e. Numbers—only one climber per route at a time.
6. Equipment (ropes, harnesses, carabiners, helmets, belay devices, and trapezes)
 - a. Only Ironwood’s equipment may be used at The Edge. Individuals who own harnesses and other such equipment may not use it at The Edge. Exceptions must be approved by the main facilitator.
 - b. All software (ropes and harnesses) will be checked for damage twice a day—once before opening and once after closing. Any damage or wear will be recorded in the equipment log and may cause the retirement of that piece of equipment.
 - c. At the beginning of each week all hardware (carabiners, pulleys, helmets, and belay devices) will be inspected for any damage or wear. Any damage or wear will be recorded in the equipment log and may cause the retirement of that piece of equipment.
 - d. Retirement
 - 1) Ropes
 - a) A rope has an active life of 340 hours of use. An hour of use is defined by the amount of time the rope hangs. Time begins at the setup of the activity and ends at the close of the activity. After 340 hours of use, the rope must be retired.
 - b) If the daily inspection of a rope reveals a soft spot under the sheath, the rope must be retired.
 - c) Fraying on a rope occurs naturally and does not affect the rope until the fraying has reached 50 percent. If there is any given area on the rope (i.e., a one-foot section) that shows more than 50 percent fraying of the sheath, the rope must be retired.
 - d) Retired ropes will be marked every few feet along the rope with black tape or paint.
 - 2) Harnesses
 - a) A harness has an active life of five years. After five years of use, it must be retired.
 - b) A harness may be retired sooner if it shows any material flaws or exceeds the 50 percent fraying level.
 - 3) Carabiners
 - a) A carabiner must be retired if hairline cracks are discovered during inspections.
 - b) A carabiner must close smoothly and lock with ease. Any carabiner that does not spring closed must be pulled from use. This condition may be remedied by cleaning and lubricating before returning the carabiner to use.
 - c) Any carabiner that has been dropped from ten feet or higher onto a solid object must be retired or tested for strength by professionals with appropriate equipment.
 - 4) All other equipment will be retired as soon as any damage that would compromise the integrity of the equipment is discovered.
7. Rules
 - a. All Vertical Climbs
 - 1) All participants must wear a seat harness and a helmet.
 - 2) Follow all instructions.
 - 3) Never distract participants or facilitators.
 - b. All Horizontal Climbs
 - 1) All participants must wear a seat harness and a helmet.
 - 2) Follow all instructions.
 - 3) Never distract participants or facilitators.
 - c. Climbing wall
 - 1) All participants must wear a helmet.
 - 2) Two or less climbers per side.
 - 3) No loop earrings.
 - 4) No sandals or open-toed shoes.
 - 5) Follow belayers instructions at all times.
 - 6) No horseplay.
 - 7) Never distract belayers.
 - d. Leap of Faith
 - 1) All participants must wear a helmet.
 - 2) All participants must wear a full-body harness or a chest harness with a seat harness.
 - 3) Follow instructions at all times.
 - 4) Never distract climbers or belayers.
 - e. Giant Swing
 - 1) All participants must wear a helmet.
 - 2) Follow all instructions.
 - 3) Never distract participants or facilitators.
 - f. Flying Squirrel

- 1) The “flying” participant must wear a helmet and a seat harness.
 - 2) The “flying” participant is clipped with a locking carabineer to the end of the rope and holds onto two looped rope “handles” which are attached to the line with prusik knots.
 - 3) The belayers consist of a comparable-sized participant or staff member wearing a seat harness (comparable to the participant who will be lifted) and several other participants. The belayer with the seat harness will be clipped to the end of the rope with a locking carabineer.
 - 4) The other participants will hold onto the rope on alternating sides of the rope.
 - 5) Instructions to the flying participant will be given by a trained staff member (does not need to be belay certified and needs only two hours of training and supervised experience before running this event). CRASH test is given for each new “flyer” and instruction about the inclined hill which the flying participant will jog down and continue to jog down until fully lifted off the ground.
 - 6) Instructions to belayers will be given by a trained staff member (same training level as above and could be the same staff member as above). The belayers will respond in chorus to the commands with “belay is on” and “fly away” as appropriate. They will be told to run to a marked position (marked for the length of rope in use to a spot on the ground where the flyer’s handles will nearly reach the pulley but not be pulled through it). They will be told to expect the flyer to get heavy at a point about $\frac{3}{4}$ of the way up when they swing back away from the belayers. At this point, they should be prepared to dig in and continue to pull. When they reach the marked spot, they should stop and hold the flyer for a moment before slowly walking back towards the place where they started. The belayers will give verbal agreement that they will not willingly let go of the rope until they return the flyer safely to the ground.
8. Weather
- a. Lightning—The Edge must be closed when an electrical storm approaches. At the first sign of lightning, the facilitators will call the senior program person on duty. That person will take a position where the sky can be clearly seen in all directions and will make a determination on the need to close The Edge. Visible lightning accompanied by sound (twenty-five seconds from flash to sound indicates a proximity of five miles or less), a very dark or very tall storm cloud, or winds indicating the storm is approaching our facility will be included in the speed at which The Edge is closed.
 - b. Rain—The Edge may be run in light rain. Any rain that becomes distracting to the belayers will result in the closing of the Edge.

PROCEDURES

1. Opening—done by the main or primary facilitator
 - a. Inspections—the following inspections happen every day at the opening of The Edge. Any problems will be recorded and reported to the main facilitator who will then be required to remedy the problem, document how the problem was fixed, and keep documentation in a file.
 - 1) Environment—make sure the grounds are free from sharp or hard objects. This includes the area under all elements to be used.
 - 2) Equipment—the ropes and harnesses must go through visual and tactual (touch) inspections every day before they are used.
 - a) Ropes
 - The entire length of each rope must be inspected for damage and fraying.
 - The entire length of each rope must be felt by hand to ensure there are no soft spots in the core under the sheath.
 - The ends of the rope should be checked for separation of the sheath and core.
 - b) Harnesses
 - Each harness should be checked for fraying and/or cut webbing.
 - Stitching needs to be inspected for damage.
 - 3) Element—each element to be used should be visually inspected. This is not an in-depth inspection; this is just a general inspection of the construction. Look for splintered boards, loose handholds, and nicked cables.
 - b. Setup
 - 1) Unlock tower door.
 - 2) Check the three e’s—equipment, environment, and element
 - 3) Tie knots into each climbing rope as instructed.
 - 4) Set up ropes for additional elements as needed.
 - 5) Set up belays for climbers.
 - 6) Set up anchor stations for belayers.
 - 7) Set up ATC/grigri (friction belay devices)
 - a) Pinch the rope and insert it through the top, or insert rope as per diagram on gri-gri.

- b) A carabiner will attach to the inserted section of rope and the tether of the ATC or to the gri-gri device.

2. Operating the Edge

- a. Orientation—explain to the group the purpose and procedures of The Edge, then instruct and demonstrate how to put on a harness.
- b. Hook up at the anchor station and prepare to belay.
 - 1) The carabiner from the belay device should attach to the belay loop of the belayer.
 - 2) The dead end of the rope should be in the dominant hand.
 - 3) The dominant hand will never release the rope.
 - 4) When taking up slack, the belayer will raise the dominant hand upwards, taking out slack; it will meet the other hand which will pinch the rope allowing the dominant hand to slide down to a locked position or to take more slack.
 - 5) When lowering a participant, the dominant hand will remain on the rope on the underneath side feeding the rope through the top hand which controls the locked off angle.
- c. Inspect the participant: Use the CRASH test.
 - 1) Carabiners—tactile inspection of the carabiners in your system.
 - a) Aluminum carabiners are to be used at The Edge. Steel carabiners may be used if they are available.
 - b) All carabiners will be locked during use.
 - 1) Rope—visual inspection of the rope as it passes through all devices and the knots in the system.
 - 2) Attitude—judge the mental, emotional, and physical needs of the participant. Encourage and instruct as appropriate.
 - 3) Sharps—ask the participant if he has any sharp objects in his pockets or on his person that may cause discomfort or danger to him or the equipment.
 - 4) Helmet and harness
 - a) Harness
 - Check orientation of the belay loop; it should be in front.
 - Check waist and leg buckles for the double back system.
 - Check tightness of harness by placing three fingers under the webbing and trying to turn them sideways. The three fingers should get squished together; if they do not, the harness is too loose.
 - Each buckle should have the appearance of a *c* as opposed to an *o*; one side of the oval should be covered.
 - All excess webbing should be tucked in and lying flat.
 - b) Helmets
 - Each helmet is adjustable.
 - Check that the helmet properly fits the participant by asking him to shake his head up and down and side to side. “Is your helmet tight?” Nod vigorously, “Is it going to come off?” Shake head side to side vigorously. If the helmet shifts too much, help him tighten it.
 - Make sure the chin strap is properly connected with enough room for mobility, but tight enough to keep the helmet from falling off.
- d. Belayers responsibilities
 - 1) Follow correct belaying procedures. Conduct the CRASH test described above.
 - 2) Instruct the participant in the proper communication process which is as follows:

Participant: On belay?	Participant: Climbing!
Belayer: Belay on!	Belayer: Climb on!

At the end of the activity, the participant and belayer will close the verbal contract with

Participant: Off belay

Belayer: Belay off

- 1) Encourage and coach the participant as he works his way through the element.
- 2) Maintain a safe environment by enforcing the rules.
- 3) Record the number of hours of rope use, note any major falls on a rope, and record any accidents or near misses.

3. Closing the Edge

- a. Inventory all equipment.
- b. Recheck the climbing ropes.
- c. Store all equipment in the weather-protected storage bins.
- d. Lock the tower door.

4. Equipment Care

- a. Ropes—caring for ropes is very important as they are the lifeline of the participant. Refer to general

- policies section above for retirement policies on ropes.
- 1) Do a visual, tactual inspection of each rope before and after each day of use.
 - 2) Ropes should be stored inside, away from UV rays.
 - 3) Never step on a rope; stepping on a rope grinds in dirt which will cut away at the rope from the inside.
 - 4) Protect ropes from oil-based products.
 - 5) Retire ropes after 340 hours of use.
 - 6) Only use recommended soft soaps when cleaning a rope.
 - 7) Never leave knots in a rope.
 - 8) 10.5 mm or 7/16 rope should be used.
 - 9) Wet ropes should be dried indoors.
- b. Harnesses—should be replaced if any damage is detected.
 - 1) Protect harness from unnecessary UV exposure.
 - 2) Wet harnesses should be dried indoors.
 - 3) Inspect stitching and fraying regularly.
 - 4) Protect harnesses from oil-based products.
 - 5) Wash with mild detergents only.
 - c. Carabiners
 - 1) Only lubricate with graphite powder or approved lubricant.
 - 2) Do not over-tighten the locking screw gate; finger tight and back a little is sufficient.
 - 3) If the carabiner is dropped onto a solid surface such as a rock from a height greater than ten feet, it must be retired or tested for internal integrity by professionals.
5. Equipment Storage
 - a. All equipment will be stored in a locked storage bin inside The Edge when not in use.
 - b. Weather- and rodent-proofing of storage will be maintained and periodically inspected.
 6. Emergencies—the main or primary facilitator and/or a selected belayer will carry a radio to access the senior program director or first aid provider in the event of an emergency.
 - a. A fall to the ground from a height greater than ten feet by a participant will be considered an emergency. The following steps outline the emergency action plan.
 - 1) Belayers will not allow the participant to move.
 - 2) Contact the senior program director via radio.
 - 3) The senior program director will arrive and take over the first aid in progress, determine what the next step is, and call 911 if warranted.
 - 4) The facilitators will close The Edge and move all spectators away.
 - b. After the accident, a report must be filled out explaining how the accident occurred and detailing the cause of the accident. The Edge will remain closed until the main facilitator and the camp leadership have determined the cause of the accident and are confident that the problem has been remedied.

FIREARMS

1. Junior campers will use BB rifles; teen campers will use shotguns and .22 rifles.
2. Storage of guns and ammunition
 - a. All camp firearms and ammunition will be stored and kept in a gun vault.
 - b. The gun vault will be locked. When an instructor needs firearms and ammunition for his class, he must unlock the vault, remove what he needs, then lock the vault.
3. Shooting range
 - a. Before leaving for the shooting range, the instructor should get the rifle range radio from the Resource Room and must check each firearm to see that it is empty. Never assume that a rifle is unloaded.
 - b. If the instructor is going to allow campers to carry the firearms to the shooting range, he must first open the action and demonstrate how to safely carry the firearm. While in transit to the shooting range, he must keep an eye on all persons carrying firearms.
 - c. Upon arrival at the shooting range, the instructor should tell campers that the action on the firearms must always be left open when they are not being fired.
 - d. Campers not shooting must wait behind the rail in the center of the shade.
 - e. There must be one instructor for every two guns being fired. If other instructors are not available, no additional guns may be fired.
 - f. Campers may fire only after an instructor gives permission and only at targets the instructor has designated. A firearm should never be pointed at anything that would not be appropriate to shoot.
 - g. When checking targets, be certain that each rifle is laid down with the action open and the chamber

- empty.
 - h. Instructors must keep possession of all cartridges.
 - i. The instructor determines how many shots each camper may shoot in a turn and gives the camper only that many rounds of ammunition. The instructor should watch to make sure the camper discharges all of the rounds given to him; do not let a camper take ammunition with him when he leaves the range.
 - j. After shooting, the instructor must collect any unused ammunition and check to see that all firearms are unloaded, actions are open, and firearms are handled safely during transit back to camp.
4. Care of firearms
 - a. A program assistant will be assigned to daily clean and inspect all firearms.
 - b. Guns are to be inspected before use and cleaned after use. Rifles and shotguns must be cleaned at least once a week. All metal surfaces on firearms must be oiled as needed to prevent rust.
 - c. Any firearm not functioning properly must not be used for a class and must be brought to the attention of the designated program assistant.
 5. Campers bringing their own guns and ammunition
 - a. Campers' personal guns and ammunition will be locked in the vault with camp guns and ammunition. Before going into the gun vault and when taken out of the gun vault, each firearm must be inspected to make sure the action is open, the chamber is empty, and the safety is on.
 - b. Campers may use their own firearms only during regular firearms class.
 - c. Campers may carry their own firearms but not their ammunition.
 6. Use of firearms for skits
 - a. Firearms and ammunition (blanks) used in skits or by the program team will be stored separately (usually in the program office) from firearms and live ammunition.
 - b. Before any firearm may be carried or fired in a skit, it must be inspected by the program director; blank ammunition must also be inspected by program director.

BEACH FRONT

1. For depths up to four feet of water, the bottom slope of the beach should be uniform and not drop more than one inch for every twelve inches. There should be no underwater obstructions, drop-offs, or radical changes between the depths of four feet and seven feet.
2. The bottom, to a water depth of at least six feet, should consist of sand, pea gravel, or other approved material. Check with your Department of Natural Resources before adding fill material in lakes, streams, or other bodies of water.
3. The perimeter of the beach water area should be clearly designated by means of lines attached to swimming area buoys. The shallow part of the swimming area should be separated from the remainder of the area by means of lines located at clearly marked depth of between three and four feet. Any area specifically designated for diving purposes should also be separated by lines located at a distance of no less than twelve feet from a diving platform and twelve feet beyond the end of a diving board. All lines should be buoyed and securely anchored. Floats attached to the lines should be located no more than twenty-five feet apart and at all points where lines are joined.
4. Clearly visible water depth markings should be provided to indicate the maximum depth of the water beneath all diving boards, platforms, towers, or rafts.
5. Floating and fixed diving platforms must be constructed with a visible twelve inch air space under the platform at the maximum feasible swimmer load. There should be as little underwater construction as is consistent with adequate support and all braces and struts must be designed to prevent entrapment of swimmers.
6. The minimum water depth surrounding floating or fixed diving platforms without special diving apparatus should be at least eight feet within a distance of twelve feet from the platform. For platforms with special diving apparatus such as diving boards, towers, or similar devices that are three feet or less above the water, the depth at the end of the device should be at least ten feet within a twelve foot radius. For heights above water greater than three feet, the depth at those locations should be at least twelve feet. No diving apparatus should be installed more than ten feet above the water.
7. The maximum water depth for any swimming or diving area should be fifteen feet.
8. Docks, piers, and floats should be inspected periodically for signs of deterioration, sharp or splintered edges, and missing components.
9. Lifeguards should be isolated from beach crowds by occupying elevated seats on stands or towers, high enough to give them a complete and unobstructed view of the swimming and beach area for which they are responsible.
10. Rescue equipment shall include the following:

- a. Each lifeguard should be equipped with a whistle or megaphone.
 - b. Each lifeguard stand should be equipped with at least one of the following:
 - 1) A ring buoy, not less than 20 inches in outside diameter, attached to 75 feet of ¼ inch rope.
 - 2) A rescue tube.
 - 3) A torpedo buoy.
 - d. Lifesaving equipment should be maintained in good repair and be readily available.
 - e. An approved first-aid kit and a spine board must be available for the beach area.
10. Night swimming should not be permitted unless the beach area is adequately lighted. All electrical facilities must be in compliance with National Electrical Codes.
 11. No boating, water skiing, surfboarding, or sailboarding should be permitted in the swimming area.

CHALLENGE COURSES

1. Written procedures for all challenge courses, course elements, climbing tower/wall, and zip lines should be established.
2. All related challenge course equipment, such as ropes, harnesses, etc., must be identified, labeled or tagged, cataloged, and routinely inspected. Condition, repairs, and/or replacement must be documented.
3. Establish the training and experience requirements for program leaders and related staff and provide documentation.
4. Establish and document an ongoing periodic review of procedures to ensure that all staff members are familiar with current procedures and that those procedures are being followed.
5. Select instructional staff with care and don't economize on training or other safety related matters. Be prepared to stop running the program or cut out certain activities if staff members are not properly trained.
6. Don't experiment with a new activity or untried procedure with campers where safety issues are involved. Thoroughly evaluate all new procedures and activities before implementing them.
7. A written policy should be established and enforced regarding age limitations for specific challenge courses.
8. A written policy should be established for the use of courses by outside groups.
9. All accidents and near misses pertaining to challenge courses must be documented and analyzed to prevent re-occurrence.
10. Establish a written procedure for an emergency rescue plan. The plan should make sure at least one staff member who is qualified to perform rescues is present at all times.
11. There should be adequate soft landing material under and/or around challenge course elements.
12. Listen to local weather reports and take them into account when planning for the day. The most obvious threat to safety from adverse weather is from thunderstorms. Climbing around trees with metal cables strung between them is not a place to be during an electrical storm.
13. If it is unusually hot, have water available and take frequent breaks to assess participants for symptoms of dehydration.

HORSEBACK RIDING

All riding and instruction should be supervised by a trained instructor or an expert horse person who follows safe riding practices. Make sure the following precautions are taken:

1. Give each rider a horse he or she can handle with confidence. For example, an inexperienced rider should not ride a high-strung, spirited horse.
2. Riders should wear comfortable clothing that allows free movement. Clothing that is too loose, however, can flap in the wind and frighten the horse.
3. Keep riding equipment in the best possible condition. Equipment breakage can cause serious, even fatal accidents. Any worn or frayed materials should be replaced immediately.
4. Riding trails or paths should be inspected for obstacles, such as low branches, etc

LAKE: GENERAL (SSM)

1. No swimming unless a lifeguard is on duty.
2. No horseplay or pushing.
3. No throwing mud.
4. No destruction of wildlife.
5. All campers must pass the swim test in order to have access to the entire swimming area.

6. Campers who do not pass the swim test must stay in the marked area.
7. Notify the lifeguard and get his permission before swimming the length of the lake.
8. Keep all canoes in the east end of the lake, east of swimming area buoy line.
9. In every situation, the lifeguard's word is final.

LAKE: LIFEGUARD RESPONSIBILITIES (SSM)

An enjoyable, exciting, and safe waterfront program is a very important part of our camp program. Approximately fifty-five percent of all camp deaths occur at the waterfront. Lifeguards should work and prepare as though having a safe lake depends entirely on them but pray as though it depends entirely on God. Lifeguards should be courteous, tactful, and alert as they carry out their duties. Lifeguard responsibilities can be generally broken down into two main areas.

1. Accident prevention—know and enforce the rules. Be on the lookout for potentially hazardous situations. Always keep safety a major consideration.
2. Accident care—be prepared to perform the necessary rescue and administer the necessary first aid.

All Ironwood lifeguards will be expected to abide by the following guidelines:

1. Arrive on time.
2. Look sharp. If you have an Ironwood lifeguard shirt, please wear it.
3. Maintain erect posture, be alert, have a rescue tube in hand, and use good scanning techniques as you scan your assigned zone. The swimming section of the lake extends from the lifeguard tower area east to the buoy line.
4. Stay at your post and pay attention to your zone. Do not leave unless you have another guard to relieve you or cover for you temporarily.
5. The lake must be closed when an electrical storm approaches. At the first sign of lightning, the head lifeguard should call the senior program person on duty. That person will take a position where the sky can be clearly seen in all directions and will make a determination on the need to close the lake. Visible lightning accompanied by sound (twenty-five seconds from flash to sound indicates a proximity of five miles or less), a very dark or very tall storm cloud, and winds indicating the storm is approaching our facility are factors that will be included in deciding if the lake should be closed.

LIFEGUARD DAILY PROCEDURES

1. Before campers arrive
 - a. First impressions are important. Be sure that all lake equipment is in place.
 - 1) Safety equipment (rescue tubes, backboards, etc.) in place.
 - 2) Designated head lifeguard should do a radio check and have the megaphone at his station; each guard should have a rescue tube. Check the first aid boxes on the tower and under the lake shade; notify the first aid provider if supplies are needed.
 - 3) Raft is in place and no canoes are in the swimming area.
 - 4) All boogie boards are stacked under the lake shade.
 - b. Pick up any trash, tumbleweeds, cattails, etc., that are in the swimming area and put them in the trash can.
 - c. Stack any clothes and equipment that do not belong at the lake in one place to be hauled away.
2. First day procedures
 - a. Wait until all campers arrive at the lake in order to avoid unnecessary repetition.
 - b. Verbally go over all the posted rules.
 - c. Explain the non-written rules.
 - 1) Keep all clothes, towels, etc., off the docks. They belong under the shade.
 - 2) One-on-one wrestling on the raft is fine, but no mixed groups—guys with guys or girls with girls. No more than ten campers on the raft at a time; do not flip the raft.
 - 3) Do not touch safety equipment except in case of emergency.
 - 4) Notify the lifeguard on duty immediately in case of an accident.
 - 5) Clear the lake immediately if the lifeguard blows the whistle (one long whistle blast) and directs that the lake be cleared. Assemble under the lake shade for a roll call.
3. Swim test
 - a. Verbally explain the swim test.
 - 1) Campers line up at the low dock and carefully enter the water (approximately 3½ feet deep).
 - 2) Campers must use the front crawl (freestyle), one at a time on a lifeguard's signal from the 4½-foot sign near the low dock to the high dock where a lifeguard is observing.
 - 3) Usually, campers and other swimmers eighteen-years-old and older are not required to take the swim

- test. Ask if they know how to swim. If they say yes, take their word for it.
- 4) Campers finishing the test should assemble on the high dock for instructions on using the rope swing and the slide.
 - b. Have a word of prayer with the group, then administer the swim test.
 - 1) Be on the lookout for the following; they must re-take the swim test if they wish to pass.
 - a. Campers who walk or push off the bottom
 - b. Doggie paddlers
 - c. Campers who tire out easily or quit before they reach you
 - d. Campers who appear to be struggling
 - 2) Lifeguards are responsible for anyone they allow to swim in deep water.
 - c. Evaluate the camper's performance.
 - 1) Campers that pass the test satisfactorily are permitted access to the entire swimming area and use of all the recreation equipment.
 - 2) Young campers (and children of staff and/or guests) who cannot pass the test must stay in the roped off section east of the dock. Encourage these to keep working on their swimming.
 - 3) Older campers who experience difficulty must be instructed privately to not enter water past shoulder depth. This excludes them from use of all recreation equipment, except canoes when a life jacket is used.
 - 4) Have an assistant take down names of any camper who does not pass the test easily. Inform their counselor of any restrictions.
 - 5) Any camper who does not abide by the restrictions placed on them by the lifeguard forfeits his privilege to use the lake that day.
4. Canoes
- a. Keep all canoes out of the swimming area.
 - b. All canoeists must wear a life jacket at all times.
 - c. Posted rules must be followed or campers forfeit their privilege of using the canoes.
 - d. If several campers are waiting to use the canoes, instruct canoeists to make one circle of the east end of the lake and return to shore.
5. Giant slide
- a. After everyone has taken the swim test, explain the rules posted at the top of the slide as well as unwritten rules.
 - 1) People using the slide must have passed the swim test.
 - 2) Make certain that the lake is clear below the slide.
 - 3) No standing on the slide.
 - 4) No kamikaze, a.k.a. suicide or dead-man, runs—only one person at a time.
 - 5) On the first day, no “trick” rides allowed (on their knees, sitting on board, backwards, etc.). Let everyone become acquainted with the two basic ways of coming down the slide, as explained by the posted rules. Someone wishing to use any other method must receive specific permission from lifeguard on duty.
 - a) On your seat without a boogie board, feet first—use your feet to steer on the way down and prevent turning; keep your hands away from the sides of the slide (preferably crossing arms); just before reaching the end of the slide, raise your feet and lean back.
 - b) On the boogie board, head first—kneel on the carpet at the top of the slide; bend forward and place board flat on the slide; lean forward, grasp the nose of the board, and “fall” onto the board; try to get your entire body onto the board, avoiding contact with the slide; at the end of the slide, arch your back and pull up on the nose of the board; steer clear of the shore or swimmers.
 - 6) If a collision or close call takes place, both campers involved will sit out for fifteen minutes.
 - b. When there are more swimmers than boogie boards, instruct the campers to do the following:
 - 1) Form a line at the beginning of the steps up the hill.
 - 2) After a camper finishes his ride, he should give his board to the first person in line and move to the end of the line.
 - 3) Campers not wishing to use a board do not need to wait in line.
6. High dock
- a. The high dock may be used for jumping and diving.
 - 1) Only off the end
 - 2) Only after checking to see that the way is clear
 - 3) Only if the camper has passed the swim test
 - b. Do not allow campers to leave towels and articles of clothing on the high dock. These things should be kept under the lake shade.
 - c. Lifeguards may bring clothing and other personal items onto the dock, provided they are put in an out-of-the-way place.

7. Lifeguard tower
 - a. No one may dive head first off the lifeguard tower.
 - b. Campers may jump off feet first after checking with the lifeguard and after checking to see that it is clear below.
 - c. Do not allow campers and/or staff to use the tower for a sun deck or hangout.
 - d. Lifeguards may bring clothing and other personal items onto the tower, provided they are put in an out-of-the-way place.
 - e. First aid boxes are kept on the tower and under the lake shade.
8. Rope swing
 - a. The pipe used for the construction of the rope swing is 8-inch diameter ¼-inch steel pipe. The rope will be at least 900 lbs. test rope and checked weekly for wear.
 - b. Campers eight-years-old and above and staff children under the direct supervision of their parents may use the rope swing if they have passed the swim test.
 - c. When possible, a lifeguard will be stationed on the deck of the swing. The lifeguard will be under the direct supervision of the head lifeguard. The rope swing lifeguard will have responsibility for the participants on the swing only. He will check before **each** participant swings to insure a safe area of travel. The safety zone is an area 40 feet long and 15 feet wide. No swimmers may be in this area during the use of the swing. If there is no lifeguard stationed at the swing, the lifeguard on the high dock will supervise the area.
 - d. There will be no diving or jumping from the rope swing deck. The rope swing is to be used by only one person at a time. Participants must let go of the rope as it travels forward. They may not remain hanging on as the rope returns to the deck. After dropping into the water, they will quickly swim out of the safety zone to clear it for the next participant.
 - e. The water depth in the shallow zone is 3½ feet at the post at the end of the high dock. From there, the depth drops quickly—the middle area from the front of the high tower to the raft ranges in depth from 8 to 12'. The depth remains nine and one-half feet for another five feet and then slopes up to eight feet about forty feet from the deck.
9. Before leaving the lake
 - a. Put articles where they belong.
 - 1) Boogie boards in the box under the lake shade
 - 2) Safety equipment in proper places—megaphones, rescue tubes, rescue board, first aid kits, etc.
 - 3) Trash in the trash can
 - 4) Radio returned to charger under lake shade
 - b. If you are the last group to swim for the day, turn off the slide pump.
 - c. Gather up camper belongings left behind and put them in the lost and found tub under the shade.
10. Excelling—don't be satisfied
 - a. Improve your lifeguarding skills by doing the following:
 - 1) Swimming and staying fit
 - 2) Practicing your lifeguarding skills
 - b. Improve the waterfront program by looking for the following:
 - 1) Ways to improve a camper's waterfront experience
 - 2) Ways to insure a safer waterfront facility

LIFEGUARD EMERGENCY PROCEDURES

1. Care of minor injuries
 - a. At the beginning of your shift, make sure that first aid box is fully equipped—band-aids, gauze, sterile pads, needles, tweezers, first aid cream, etc.
 - b. Determine the seriousness of the injury—should the camper be allowed back in the lake to swim? Should he be checked by the first aid provider?
 - c. If you provide the camper appropriate first aid, turn in a first aid report to the first aid office. If the first aid provider provides care, she will record the injury in the first aid logbook.
2. Care of a major injury—the camper obviously requires immediate medical attention
 - a. Don't panic. Think clearly and logically.
 - b. Clear the lake. If you are making the rescue, other lifeguards should provide backup coverage for your zone and clear the lake.
 - c. Use qualified people to assist.
 - d. Make your instructions short, clear, and simple.
 - e. Radio or send a runner to the program office with necessary information. If necessary, the first aid provider or a program person will arrange transportation for the camper.
 - f. Enlist as much trained help as necessary to do the following:

- 1) Locate the camper if submerged.
- 2) Use the backboard if there is any possibility of neck or back injury.
- 3) Carefully move the camper, if necessary.
- g. Keep the camper as calm and comfortable as possible and prevent the loss of body heat.
- h. If the camper must be taken to the hospital, follow **EMERGENCY TRANSPORTATION** procedures.
3. Procedures for a lost swimmer—a cabin assignment sheet will be posted at the lake, in the staff lounges, in the program offices, and at the dining room. In addition, several copies will be available to program team members. If a situation arises where it is suspected that a camper is missing, the follow the search procedures listed below. Both aspects of the search—the all-camp roll call and the deep water line search—will be conducted simultaneously. The senior program director or, in the absence of the senior program director, the program director or an assistant program director will oversee the entire search.
 - a. Lifeguards will immediately clear the lake, place a radio call for assistance from the program team, and begin a deep-water line search in the area that the swimmer was last seen. The deep-water line search should continue non-stop from the moment that a swimmer is suspected missing until all campers are accounted for or the senior program director ends the search. Follow American Red Cross Waterfront Lifeguarding deep-water line search procedures (*Lifeguard Training*, 122-123)—
 - 1) Several lifeguards wearing masks and fins form a straight line an arm’s length from each other.
 - 2) One lifeguard is the lookout above the water level on a pier, raft, or water craft with rescue equipment.
 - 3) On command from the head lifeguard, all lifeguards do the same surface dive (feet-first or head-first) to the bottom and swim forward a set number of strokes—usually three. If the water is murky, searchers check the bottom by sweeping their hands back and forth in front of them, making sure to cover the entire area. Try to avoid disturbing silt and dirt on the bottom, making the water even cloudier. Do not miss any areas on the bottom when you dive and resurface.
 - 4) Repeat this procedure until the entire area has been searched in one direction.
 - 5) Repeat the line pattern at a ninety-degree angle to the first search pattern.
 - 6) If the missing person is not found, expand the search to nearby areas. Consider whether currents may have moved the camper.
 - 7) Continue to search until the person is found or emergency personnel take over.
 - 8) If lifeguards find the camper underwater, two lifeguards should approach the camper from opposite sides. Both lifeguards grasp the camper under the armpits and return him to the surface. Both lifeguards should maintain their hold on the camper and swim him to safety, keeping the camper on his back with his face out of the water.
 - b. Ironwood resident program staff and program assistants will respond immediately. When they arrive on the scene, they will take charge of the search and relieve the lifeguard on duty if the person on duty is a summer staff person.
 - c. One of the lifeguards will take charge of all the campers who have been cleared from the lake, moving the campers away from the water to the lake shade and grouping them by cabins.
 - d. The lifeguard will get the cabin assignment sheet off the wall of the lake shade and begin a roll call of these campers.
 - e. The senior program director will take charge of getting a complete roll call of all campers.
 - f. Program assistants will each take a cabin assignment sheet and divide up to designated areas (all cabins, game room, horse area, and any other area where a camper may be for an activity) to quickly make a roll call of all campers. (Because swimming takes place at separate times for boys and girls, the roll call can be designated for boys or girls only.) Each name will be checked off the cabin assignment sheets until all campers are accounted for.
 - g. The cabin assignment sheet at the lake will be the master roll call sheet, assuming that that is where the majority of the campers will be during swim time. Missing campers from that sheet will be identified from the other sheets until such time as all campers are accounted for.
 - h. Additional personnel from other locations and assignments around camp will be summoned by the program director, if needed.
 - i. If a camper still remains missing after an all-camp search is conducted, the lake search will continue. Counselors will be replaced in this search by other staff, and campers will be evacuated from the lake shade area back to their cabins. The senior program director would only end the search if the conditions become such that it is not safe to continue, if the staff are replaced by professional rescuers, or if the staff become too exhausted to continue without putting themselves at risk.
 - j. In the event of a tragic death of a camper, the camp director will take charge of all communication and give additional directions and guidance to all staff.

SWIMMING

GENERAL

1. The physical condition of a camp's swimming area should be meticulously maintained to eliminate safety hazards.
2. Keep the swimming area clear of clutter and debris. Absolutely no glass or shatterable plastic items should be permitted in the swimming area.
3. Stairs and walkways surrounding and adjacent to the swimming area should have nonskid surfaces.
4. Rules for the swimming and diving areas must be posted in a conspicuous location or locations, be legible, and enforced. The rules should include statements regarding:
 - a. Lifeguard presence.
 - b. Do not run or engage in rough play in the pool or swimming area.
 - c. Do not enter the swimming area if you have a communicable disease or an open cut.
4. No diving signs should be posted near the low water areas of the pool or swimming dock.
5. Water depth should be posted for pools or beach swimming areas.
6. Make sure all stairs, piers, and platforms are structurally sound and equipped with proper handrails and/or guardrails.
7. Lifeguards shall wear suits that are conspicuously marked "Lifeguard" or are otherwise readily identifiable.
8. Lifeguards assigned to the supervision of the pool or swimming area must not be assigned duties that distract their attention from observation of persons in the pool or swimming area or prevent their immediate assistance to persons in distress.

SWIMMERS

Establish and use a method of testing all swimmer's ability levels and physical fitness the first time out. Designate specific swim areas for each category:

1. Non-swimmers.
2. Qualified swimmers.

WATERFRONT ACTIVITIES

Rules for the use of the water slide must be posted in a conspicuous location. Rules must be legible and enforced.

SAFETY
MANUAL

Chapter 3
EQUIPMENT

GASOLINE SAFETY POLICIES

1. Eye Contact: Accidental splashes entering the eye may cause irritation and discomfort. Such effects are usually temporary, and permanent damage is considered unlikely. If the eyes are affected, irrigate them immediately for at least 15 minutes with water. If irritation occurs and persists, let your supervisor and the health service coordinator know.
2. Skin Contact: During refueling, minor accidental skin contact may occur; this is not a significant health concern. Prolonged skin exposure is only likely to occur in accident situations (drenching of clothing during pump malfunction, for example). Gasoline is unlikely to cause systemic toxicity following accidental skin exposure. Skin contact may cause local irritation, and, if contact is frequent or prolonged, skin reactions may be severe. Gasoline also can result in drying, cracking skin or dermatitis. Where significant skin contact has occurred, drench clothing with water before removing. (This is necessary to avoid risk of sparks from static electricity.) Wash all affected skin areas thoroughly with soap and water.

GUIDELINES FOR USE OF PORTABLE CONTAINERS

1. Use only an approved portable container; the container must be in good condition with a vapor-tight cap. Never store gasoline in glass or unapproved containers.
2. When filling the container, follow the same rules as when fueling a car: turn off the engine, extinguish smoking materials and leave electronic devices in the vehicle.
3. Place the portable fuel container on the ground during filling and keep the metal nozzle spout in contact with the container to prevent build up and discharge of static electricity. Never fill a container in the bed of a pickup, in the back of a station wagon or in the trunk of a car.
4. Keep the container five feet away from cars to prevent ignition of fumes by hot engines or mufflers. Ask others, particularly children, to stand back during filling.
5. Manually control the nozzle valve throughout the filling process. Fill a portable container slowly to decrease the chance of static electricity buildup and minimize spilling or splattering.
6. Back off on the trigger to slow the fuel flow as the container becomes full. Fill the container no more than 95% full to allow for expansion. When filling is complete, tightly cap the container. Wipe off any gasoline that spilled on the outside of the container. Ask the station attendant to properly dispose of the material used to wipe off the gasoline.

GUIDELINES FOR TRANSPORTING GASOLINE IN PORTABLE CONTAINERS

1. Make sure the cap is on tightly before you put the container in your vehicle. Spills pose a fire hazard and gasoline odors are hard to remove.
2. Put the container in the bed of the pickup. Do not put the container in the passenger area of your vehicle.
3. Restrain the container so it cannot tip over or slide around while you are driving.
4. Never leave a vehicle with a portable gasoline container in direct sunlight.

MIXING OF GAS

All two-stroke engines require the mixing of oil and gas to the manufacturers ratio.

1. Use quality two-stroke engine classified (TC) only.
2. Mix the oil and gas according to the manufacturers specifications. The camp is only using 50:1 ratio at this time for all two cycle engines.
3. Always mix enough fuel to last for several jobs. (Always mix a full bottle of oil into an empty gas can to prevent an inaccurate mixing ratio.)
4. Before fueling your machine, always shake the can to thoroughly mix the contents before pouring in the tank.
5. Do not store the machine for long periods of time with gas in the tank or carburetor. This can cause the fuel system to “gum” up.
6. Always be cautious around gas. Never handle gas around an open flame or while you or anyone else is smoking. Be careful.
7. Remove gasoline-soaked clothing immediately.
8. Only use gasoline as an engine fuel and when specifically recommended by the engine manufacturer.
9. Never use gasoline to wash your hands.
10. Do not use it as a cleaning solvent, barbecue starter, etc.

GUIDELINES FOR FUELING FROM A PORTABLE CONTAINER

1. Transfer gasoline in an area with good ventilation to reduce hazard of fire and exposure to vapors.

2. Ensure that there are no sources of ignition (gas pilot lights or flames, electric motors, stoves, heaters, etc.) within fifty feet.
3. Before refueling, turn off the engine or appliance. Allow hot surfaces to cool enough so they cannot ignite gasoline vapor.
4. Avoid getting gasoline on your skin or clothes. Use a funnel to avoid spills. Do not breathe gasoline vapors.

GUIDELINES FOR FUELING SMALL EQUIPMENT

1. Make sure you know what fuel to put in the equipment (mixed or regular gas).
2. Always fuel the equipment before starting to use it.
3. Move the equipment at least fifty feet away from possible sources of ignition before fueling.
4. If equipment is hot from use, let it cool down before refueling.
5. Move equipment at least fifteen feet away from the fueling area before starting.
6. Avoid spilling. If spilled, wipe up and let remainder evaporate before starting.
7. Fuel outside, never in an enclosed area.

GUIDELINES FOR STORING GASOLINE SAFELY

1. Store a gasoline container in a well-ventilated place out of reach of children and pets. Do not store gasoline in the living area of a house.
2. Store containers away from ignition sources (gas pilot lights or flames, electric motors, stoves, heaters, etc.) and from combustibles (paper, rags, cardboard, etc.).

GUIDELINES FOR FUELING VEHICLES

1. Turn off your engine. Disable or turn off any auxiliary sources of ignition such as a camper or trailer heater, cooking units or pilot lights.
2. Put your vehicle in park and/or set the emergency brake.
3. Do not smoke, light matches or use lighters while refueling.
4. Use only the refueling latch provided on the dispenser. Never jam the refueling latch on the nozzle with any object (gas cap, etc.).
5. Never leave the nozzle unattended.
6. Do not allow children to fuel or assist fueling a vehicle.
7. Never use a cell phone or other personal electronic devices while refueling (laptops, PDAs, electronic games, etc.). These items should be left in your vehicle.

STATIC ELECTRICITY AT THE GAS PUMPS

Static electricity-related incidents at retail gasoline outlets can be avoided. In the unlikely event a fire occurs when refueling, leave the nozzle in the fill pipe and back away from the vehicle. Notify the station attendant immediately so that all dispensing devices and pumps can be shut off with emergency controls. Use the emergency shut-down button to shut off the pump.

SAFETY TIPS TO AVOID STATIC ELECTRICITY BUILDUP

1. Upon exiting the vehicle and before handling the nozzle or fuel door, always touch a metal part of the vehicle such as the door or hood.
2. To avoid a build-up of static electricity, do not get back into your vehicle during refueling.
3. If you cannot avoid getting back into the vehicle, upon exiting always touch a metal part of the vehicle away from the fill point before handling the nozzle.

GUIDELINES FOR DISPOSAL

1. Do not discard gasoline on the ground.
2. Do not put a container containing gasoline along with household refuse in a garbage can or trash container.
3. Do not discard gasoline into a sewer, street drain, stream or river. Such actions are illegal.
4. For old or dirty gasoline, find a recycling organization that will accept it. Locate such an organization by contacting your community's fire department, recycling center or hazardous waste disposal center.
5. The flammability of gasoline is also important to keep in mind. Starting a brush fire with gasoline is unacceptable. The initial flash from burning gasoline can cause major burns.
6. There is plenty we can do to make sure that groundwater contamination and fire from gasoline spills do not endanger us and our families. Household gasoline should be stored in approved containers and located in a detached shed out of the reach of children, and all storage and fueling should be done far away and down slope from wells.

7. If we do end up with left over gas, adding a gasoline stabilizer within thirty days of the purchase will extend its life.

IS IT SAFE TO CLEAN THINGS WITH GASOLINE?

Never! Repeat, Never!

1. Gasoline vaporizes very easily, and the invisible vapors are heavier than air. They can spread across the floor of a garage to a water heater, an electric motor, a car's engine or something else that can swiftly ignite them.
2. Never use gasoline as a cleaner, charcoal briquette starter or as a solvent. Do not use it for anything except as a fuel for a gasoline engine.
3. Remember, the vapors from just one cup of gasoline have the explosive force of five sticks of dynamite.

HAND AND POWER TOOLS

Employees and volunteers should be trained in the proper use of all tools. They must learn to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent those hazards.

In addition, employees and volunteers who use hand and power tools and who are exposed to the hazards of falling, flying objects, harmful dusts, fumes, vapors, or gases must be provided with the appropriate personal protective equipment necessary to protect them from tool-related hazards.

Five basic safety rules can help prevent hazards associated with the use of hand and power tools:

1. Keep all tools in good condition with regular maintenance.
2. Use the right tool for the job.
3. Examine each tool for damage before use.
4. Operate each tool according to the manufacturer's instructions.
5. Provide and use the right protective equipment.

HAND TOOLS

1. Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance. Dull tools can be more hazardous than sharp ones. Also, use the right tool for the job. Don't use a wrench when a hammer is needed.
2. Appropriate personal protective equipment, such as safety goggles, should be worn to protect against hazards that may be encountered while using certain hand tools.

POWER TOOLS

Power tools can be hazardous when used improperly. To prevent hazards associated with the use of power tools, employees and volunteers should observe the following general precautions:

1. Never carry a tool by the power cord.
2. Never yank the power cord to disconnect it from the electrical receptacle.
3. Keep power cords away from heat, oil, and sharp edges.
4. Disconnect power cords when not using, before servicing, and when changing accessories such as blades, bits, and cutters.
5. Secure work with clamps or a vise, freeing both hands to operate the tool.
6. Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
7. Maintain tools with care; keep them sharp and clean for best performance. Follow instructions in the user's manual for lubricating and changing accessories.
8. Be sure to keep good footing and maintain good balance.
9. Wear proper apparel for the task. Loose clothing or jewelry can become caught in moving parts.
10. Remove all damaged portable electric or gas operated tools from use and tag them "DO NOT USE."

GUARDS AND SAFETY SWITCHES

1. The hazardous moving parts of power tools need to be safeguarded. Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if employees can come into contact with them.
2. Machine guards, as necessary, should be provided to protect the employee and others from the following:
 - a. Point of operation.
 - b. In-running nip points.
 - c. Rotating parts.
 - d. Flying chips and sparks.
3. Power table saws should be equipped with proper blade guarding.

ELECTRIC TOOLS

1. Employees using electric tools must be aware of several dangers; the most serious is the possibility of electrocution.
2. Burns and slight shocks, which can lead to injuries or even heart failure, are among the major hazards associated with electric powered tools. Under certain conditions, even a small amount of current can result in fibrillation of the heart and eventual death. A shock also can cause the user to fall off a ladder or other elevated work surface.
3. To protect the user from shock, tools must have either a three-wire cord with ground and be grounded, be double insulated or be powered by a low-voltage isolation transformer. Three-wire cords contain two current carrying conductors and a grounding conductor. One end of the grounding conductor connects to the tool's metal housing. The other end is grounded through a prong on the plug. Any time an adapter is used to accommodate a two-hole receptacle, the adapter wire must be attached to a known ground. The third prong should never be removed from the plug.
4. These general practices should be followed when using electric tools:
 - a. Operate electric tools within their design limitations.
 - b. Use gloves and appropriate safety footwear when using electric tools.
 - c. Store tools in a dry place when not in use.
 - d. Do Not use electric tools in damp or wet locations unless they are approved for that purpose or portable ground fault circuit interrupter (GFCI) protection is provided.
 - e. Keep work areas well lighted.
 - f. Do not allow power cords to present a tripping hazard.

POWERED ABRASIVE WHEEL TOOLS

1. Powered abrasive grinding, cutting, polishing, and wire buffing wheels, as commonly found in maintenance shops, create special safety problems because they may throw off flying fragments.
2. Before an abrasive wheel is mounted, it should be inspected closely and should be sound or ring tested to ensure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument. If they sound cracked or dead, they must not be used because they could fly apart in operation. A sound and undamaged wheel will give a clear metallic tone or "ring."
3. To prevent the wheel from cracking, the user should be sure it fits freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place without distorting the flange. Follow the manufacturer's recommendations. Care must be taken to ensure that the spindle speed of the machine will not exceed the maximum operating speed marked on the wheel.
4. A defective wheel may disintegrate or explode during start-up. Allow the tool to come up to operating speed prior to grinding or cutting. The operator should never stand directly in front of the wheel as it accelerates to full operating speed.
5. In addition, when using a powered grinder:
 - a. Always use ANSI approved eye or face protection. Eye protection should be hung near the bench grinder and a sign should be posted requiring their use.
 - b. The work rests should be adjusted so that the distance between the rest and wheel does not exceed 1/8 inch.
 - c. The grinder must be secured to the worktable to prevent potential "walking" of the unit.
 - d. Turn off the power when not in use.
 - e. Never clamp a hand-held grinder in a vice.

LAWN CARE EQUIPMENT

A large number of employee and volunteer injuries occur while improperly using lawn care equipment. The following procedures should be followed:

1. Always follow the manufacturer's instructions for safe operation of the equipment.
2. Never remove protective guarding from equipment.
3. Never place fingers, hands, or feet into areas where moving parts are present.
4. Never attempt to service, repair, or adjust equipment while the motor is running or the equipment is connected to an electrical outlet.
5. Always wear personal protective equipment such as ANSI approved safety eyewear and hearing protection. A sign should be posted requiring their use.

HEAVY EQUIPMENT

APPROACHING A WORKING PIECE OF EQUIPMENT

1. First stand back and size-up what the operator is doing with the equipment
2. Watch how it works; identify the hot or moving parts
3. Never approach a piece of equipment until the driver recognizes you
4. Never assume the Operator sees you. Make eye contact, give a hand sign and wait for a return sign. (Do not pass him on the road until you know the operator sees you and is fine with you passing.)
5. Never put yourself in a possible “pinch-point” location.

MOUNTING THE EQUIPMENT

1. Watch your step; it is often slippery.
2. Avoid hot or moving parts.
3. Don't “hitch rides” on the forks, bucket, drawbar, etc.
4. If you are not trained and approved to operate the equipment, DON'T.
5. If you are not trained and approved to operate the equipment, do not even mess with it. Mechanical and hydraulic loading can be deadly when released. (50% of chipper accidents happen when maintaining the chipper.)
6. When dismounting, never change your mind and return to the operator without first going back through the approach steps.

WATCHING EQUIPMENT WORKING

1. Stand well beyond the reach of the equipment; if it tips over it should not come near you.
 - a. Dump trucks with a raised bed can roll over on uneven ground.
 - b. Backhoe arms can swing unexpectedly.
2. Never work below a piece of equipment such as downhill or in a trench.
3. Watch for dangers caused by the work of the equipment.
 - a. From overhead
 - b. From below
 - c. From the side
4. Keep an eye on the equipment and the work being performed while in the area.
5. Wear PPE (personal Protection Equipment) needed for the type of work (hardhat, safety glasses, hearing protection, etc.).
6. Never work under a raised load.
7. Be especially wary of chains, slings, and cables; they may break. (If they do, what might happen to the chain, sling, or cable? What will happen to the load? What will the load hit and what will happen to that?)
8. Always consider “What could happen if. . .”

PAINTING SAFETY

VEHICLE PAINTING OR OIL-BASED STAINING

1. Permission to use and training before use is required.
2. There are possible respiratory/ventilation and spontaneous combustion hazards to consider in the use of this facility and equipment. The following procedures must be followed:
 - a. Windows should be open with exhaust fan placed in window.
 - b. Turning on the evaporative cooler will provide fresh air. A deflector on the evaporative cooler will prevent the cooler from blowing on the work space.
 - c. A respirator should be worn in the shop at all times when painting.
 - d. The piloted gas furnace in the building must be extinguished and the gas turned off.
 - e. Rags for cleanup should be allowed to air dry, spread out with nothing combustible near them. Wadded up rags present spontaneous combustion danger.
3. The workshop and all equipment should be left as clean or cleaner than when you began.

TRENCHING REGULATION BASICS

The following is a synopsis of what is required by OSHA for excavations, including trenching, as it seems to pertain to the work we generally do at camp. Larger and special situations will need to be thoroughly studied to be sure we are compliant.

1. Any trenching operation at camp deeper than three feet needs an Excavation CP (competent person) on the job site. A CP is one who is recognized by the team leader as one capable and responsible to identify existing and predictable hazards (including hazardous, unsanitary, or dangerous conditions to employees and the public) and has the authorization to take prompt action to ensure safety.
2. Particular hazards that can accompany excavations include the following:
 - a. High water table or water accumulating in the trench
 - b. Sudden freezes or sudden thaws
 - c. Vibrations
 - d. Unstable soils
 - e. Hazardous atmospheres
 - f. Insufficient egress
 - g. Too great of depths and/or improper sloping or benching
 - h. Spoil or equipment too close to the edge of the excavation
 - i. Working around utilities
3. Utilities should be researched and identified before beginning excavation.
4. Excavations and trenches left overnight should generally be fenced to prevent people from falling in. The CP may consider exempting this based on the location, timing, depth, width, soils, or length of time it will be left.
5. If using equipment around the trench, employees should not be in the trench.
6. Steps should be taken that will keep the equipment from falling into the trench. This may be stop logs, the spoil pile, an observer in communication with the operator, etc.
7. Spoil, other materials, and equipment should be kept at least two feet from the edge of any excavation.
8. Hazardous atmospheres should be considered and steps taken when working with broken water or gas pipes. After the source has been removed, active ventilation is a first step before allowing entry.
9. In excavations four feet or deeper, a means of egress (a ramp or ladder) must be provided so an employee does not have to travel more than twenty-five feet before reaching a point of egress.
10. A suitable walkway must be provided for crossing trenches. (If the walkway is over six feet from the bottom of the trench, railings must be provided.)
11. Five feet is the maximum depth that an unprotected trench can be (no slope or no bench). Even then, the CP must examine the trench and determine that there is no indication of a potential cave in.
12. A rule of thumb for the sloping of trench walls is 1½' horizontal to 1' vertical. This is for Type C soils, which are the most unstable. Knowing that you are working in Type A or Type B soils allows steeper slopes than this rule of thumb.
13. In Type B soils, the maximum allowable slope is 1:1 up to a 20' maximum cut. The 1:1 slope runs from the bottom of the trench to the top. (One cannot figure on a 5' trench with no slope and then a 1:1 slope above that. If the excavation is over 5', the slope runs from the bottom of the trench to the top.)
14. Excavations that have been subjected to water, freezing and thawing may be more prone to collapse or partial collapse than freshly cut excavations. The CP should inspect the excavation each day before allowing employees to work in the excavated area.

RESCUE

Call 911 and the ERT. An employee shall not jump in a collapsed excavation and put himself at significant risk in order to try to save another employee. Two dead employees are twice as bad as one dead employee. Follow the basic guidelines, regulations, and instructions given by the CP; and hopefully you will never have to make such an agonizing decision.

WOOD SHOP

The Wood Shop is available to use only after training and understanding of the guidelines for use. If you have not been trained in its use, then you may not use the tool, no matter how urgent the need, or knowledgeable you are. See Walt or Andrew for training.

SAFETY

1. Safety must come before production
2. Everyone must wear eye and ear protection and bring their own eye and ear protection (which can be purchased in First Chance).
3. Dust masks may also be needed, so bring your own if desired or needed.
4. No safety guards on saws or power tools should be removed; however, some of our tools are so old they do not have some of the modern guards, etc. If that is the case, the tool must not be used until additional training has been completed.
5. Loose clothing and jewelry must not be worn.
6. Always unplug tool when working on it or adjusting it anywhere near moving parts.
7. No training, no usage—plain and simple

USAGE

1. Turn lights off and close and lock doors; only those with key access may use the shop.
2. Clean up helps—a push broom, a regular broom, and dust pan are available—if the trash cans are 2/3 or more full, please drag them outside the door so they can be picked up on trash disposal days.
3. Please put all tools back in proper place.
4. When finished, turn off air compressor, cooler, heater, or fans if in use. If you find them on when coming in, please turn them off as you leave.
5. Wood left out on tables or counters will be periodically placed back in rack by someone else.
6. Projects left unfinished must have ID and time of expected return, if left over night—please no long-term projects left to interfere with others use.
7. We have a very limited amount of screws and nails available for miscellaneous use; it will save you some frustration to bring what you need with you. You may leave any extras in the coffee can on the bench for others to use, if you wish.
8. The same goes for hand tools, hammers, squares, tape measures, screw drivers, pliers, wrenches etc. have all been hung up in the wood shop, if what you need is not there, it has been removed and not replaced, or is not supplied; therefore, it is always best for teams to bring their own tools to use in the shop.
9. The back porch, where the wood shop door is located, is not general storage area; please keep the door completely free at all times.
10. Wood fit for campfires should be tossed in firewood pile and not tossed in trash can.
11. Please keep in mind that some major and long-term projects being produced in the cabinet shop may overflow into the wood shop; if so, please do your best to work around it, without obstructing the project.
12. Wood on work bench inside door is for general use. All wood removed from storage racks must be recorded in First Chance and charged to appropriate project or team.
13. Adequate tools have been stocked in the storage room shop area for most miscellaneous jobs, but they are often removed to work sites and may not currently be available in the shop; you can avoid frustration by bringing your own hand and portable hand tools, as well as supplies for any projects you may be working on.
14. Cabinet shop tools may not be removed for any reason without permission from Walt.

2-TON HOIST (PROJECTS)

1. The controller has an up and down button. The controller should be held with the wire coming out the bottom in order for the up to be up and the down to be down.
2. As you lift objects that are heavier than you can lift, they should be securely fastened to the hook of the hoist and body parts should not be underneath these items in case of cable failure.
3. When working with someone, be sure and communicate well so that a person isn't placing extremities beneath objects as you lower them.
4. The trolley movement isn't always smooth, so the object being lifted, when moved sideways might hit somebody or something. Take it easy and slow.
5. In choosing points to attach, make sure the points that you attach are designed to handle the amount of weight that is being placed on those points. i.e. a quarter inch bolt holding up an entire engine probably isn't a good idea

12-TON SHOP PRESS

USE

1. Only those that have gone through the training process may use this piece of equipment.
2. Position table of press at desired height using pins. The press is operated by pumping the handle to go down or opening the release valve to go back up. You can use metal blocks on the table to position the item needing to be pressed out. Item should be placed in such a way that they are straight; the force is straight. Any angles or precarious alignment will cause the twelve-tons of pressure to spring the item out sideways.

SAFETY

1. Eye protection should be used.
2. Watch for items being forced out sideways.

250 WIRE-DRIVE WELDER (PROJECTS)

USE

1. Only those that have gone through the training process may use this piece of equipment.
2. Gloves and welding hood should be used at all times.
3. Ground clamp should be attached to the work table or the metal object that is being welded.
4. Gas bottle should be turned on.
5. Turn on the "ON" switch of the welder.
6. Adjust wire feed speed and heat according to the thickness of the metal.
7. With hood shielding your eyes, place stinger in desired position and pull trigger.
8. As you use, the tip area should be maintained in a clean scenario without metal balls attaching themselves. Use the anti-spatter dip after cleaning.
9. When changing bottles, make sure once the regulator has been removed, that the bottle isn't in such a manner that it can be damaged.
10. When replacing the bottle, make sure a chain is holding the bottle upright.

SAFETY

1. Gloves and welding hood should be used at all times.
2. In welding, remember you are working with hot metal that can burn you. If the wire strikes the metal surface, bouncing toward some part of your body, it is a very hot piece of wire and can puncture your skin or burn you.
3. When working around someone else welding, care should be taken not to look at the welding or the reflection of welding as it can burn your eyes and cause discomfort for eighteen hours.

8,000# AUTO WENCH (PROJECTS)

USE

1. Only those that have gone through the training process may use this piece of equipment.
2. It is used primarily on the gooseneck flatbed but it can be used on any receiver hitch.
3. Make sure receiver hitch pin is in fully.
4. Using twelve-volt extension cord, attach leads between battery of the vehicle and winch.
5. Attach remote lead to winch control box. Remote has two buttons; one to wind winch up, one to let the winch out. On the side of the winch there is a lever to allow winch to free-spin out.
6. In order to attach cable to the vehicle being towed, a spot with appropriate strength on the frame would be preferable. Take care not to hook to anything that might bend, like the tie-rod end.
7. Angle of cable may also bend or break plastic fenders.
8. As you apply tension to the cable, you should not be standing near the cable or in the path that it would take if it broke.
9. The cable should not be dragging over the end of the trailer or over metal objects that would damage the cable.
10. There is a snatch block pulley to attach to the vehicle if you need more power by doubling the cable and hooking it back to the trailer by the winch.

11. When spooling the winch cable back up, slight tension should be on it so that it winds up properly.
12. Using the winch for extended periods of time or for very heavy pulls, may heat up electrical connections and/or motor. Giving it down time in order to cool down is helpful in these situations.

SAFETY

As you apply tension to the cable, you should not be standing near the cable or in the path that it would take if it broke.

AIRLESS PAINT SPRAYER (PROJECTS)

1. Must be fully trained and authorized to use this piece of equipment.
2. Do not place fingers near spray tip of gun, point gun toward any part of body.
3. Do not point the gun toward another person.
4. Material from spray tip is at high pressure and could break the skin if body parts are placed in front, also injecting spray material into skin.
5. If injury does occur, seek medical attention and do not treat yourself. Be prepared to inform the doctor of the material, spray, etc., that was injected.
6. Do not use around children.
7. Before performing maintenance, you must shut off unit, disconnect power cord, relieve all pressure in the pump by triggering the gun, and lock gun trigger in “locked” position, with gun locked closed.
8. Do not operate the sprayer without the tip guard complete and in place.
9. Do not spray material near open flame, pilot lights, electrical outlets or any other source of ignition.
10. Do not spray volatile materials with flash points lower than 140°F.
11. Do not stop any leakage in the paint line or at any fitting with your hand or any part of your body. Immediately shut off the unit should leakage occur.
12. Do not wash an electric motor, nor operate it in the rain or damp/wet areas.
13. Do not allow the paint hose to become kinked or to vibrate against rough or sharp surfaces.
14. Do not operate the unit at pressures higher than the pressure rating of the lowest rated component in the system, or at pressure higher than factory preset.
15. Do not spray in an enclosed area; area must be well ventilated to safely remove chemical vapours.
16. Ensure that the switch is in off position before plugging in the electric motor.
17. Set trigger lock on gun in “Locked” position when gun not in use, with gun locked close.
18. Check connections and fittings for tightness before operating.
19. Locate the unit in a well-ventilated area a minimum of twenty-five feet from the spray area.
20. Ground the unit, paint containers, and the object being sprayed to eliminate static discharge. Ensure that all these objects remain grounded throughout the entire spraying operation.
21. Use approved three-prong grounded extension cord and approved grounded outlets of the voltage and frequency specified on the motor. The outlet must be at least twenty-five feet from the spraying area.
22. Use three-prong grounded extension cord not less than #12/3 gauge up to fifty feet and not less than #10/3 gauge up to 100 feet. DO NOT exceed 100 feet of extension cord.
23. Examine accessories for wear or damage before operating.
24. Use lowest possible pressure when flushing and cleaning the unit. Hold the gun firmly against a metal container to reduce static discharge possibility.
25. Wear face filter mask and safety glasses when operating.
26. Ensure fire extinguishing equipment is readily available and properly maintained in the spray area.
27. Keep the spray area free from obstructions.
28. Be aware that certain chemicals may react with aluminum, carbide, or other components in the pump system. Follow manufacturer’s recommendations.

BACKHOE (VEHICLES)

1. A pre-requisite for being trained on the backhoe is reading and understanding the manufacturer’s operators manual in its entirety. Any questions regarding the procedures should be directed to the trainer who will then clarify as necessary.
2. The trainee must be approved for the training process by the vehicle maintenance team leader and a director.
3. The trainee will most often learn to operate the front loader and be given a probationary period gaining experience operating the front loader under close supervision throughout initial training and then casual supervision as he gains experience.

4. Once the trainee is deemed experienced and capable, he will then learn to use the front loader mounted fork system. Once again, under close initial supervision throughout training and then casual supervision as they gain experience.
5. Once deemed experienced and capable, the trainee is able to move on to learning to operate the digging boom on the tractor. This training should occur in an area distant enough from buildings, vehicles, and people to allow free movement of the boom in all directions. Close supervision will be necessary until the trainee is deemed experienced and capable to operate with minimal supervision. Full capability, to be determined by the vehicle maintenance team leader or Larry, is necessary before the trainee will be allowed to operate the digging boom in a closer environment or on his own without supervision.
6. The manufacturer's operator's manual is to be followed when operating the backhoe.

SAFETY PROCEDURES (manufacturer recommendations expanded/emphasized)

1. When operating or working with the backhoe, do not step into an area of reach by the digging boom or front loader without a clear, direct "hands off" acknowledgement by the operator.
2. The "hands off" acknowledgment is to clearly communicate that the operator knows a person is moving into an area the digging boom or front loader will reach. The operator will cease operation or proceed only with clear, careful direction.
3. Do not stand within the swing radius of the digging boom!
4. Do not stand under the front loader or digging boom without express permission of the operator.
5. Wear hearing protection when operating the backhoe over 30 minutes.

OPERATING PROCEDURES

The following guidelines are not comprehensive but address issues that may not be covered by the manufacturer's operator's manual or are unique to Ironwood

Before Use

1. Check all fluid levels (engine oil, coolant, hydraulic oil and fuel).
2. Check tire pressures.
3. Check to see that the radiator grill is clear of debris and air flow is not inhibited.
4. Check for excessive hydraulic leaks, as evidenced by fluid dripping on the ground or spraying from a hose or seal.
5. Check and clean, if necessary, the air intake pre-filter.
6. Check for damage on the buckets and the Forks. If damage is noted, check with Vehicle Maintenance person for decision on use.

Start-up Procedures

1. Start the engine.
2. Let it idle for two to five minutes to warm up.
3. Retract drifted hydraulics.

General Use

1. Riders are allowed on the backhoe; they must sit upon the fender with feet placed on the operator platform or step. They must maintain a hold on the roll over bar or grab bar as well. Maximum is two riders—one on either side of the operator.
2. The operator is to be the only occupant when the digging boom is being operated or the front loader is used longer than 10 minutes.
3. Operate the tractor with four wheel drive engaged when doing dirt work or carrying a heavy load with the fork system.
4. Do not lug the engine for more than three or four minutes consistently. If consistently lugging the engine, try a lower gear for more power.
5. When towing or pulling an item, the tow strap or chain **MUST** be wrapped around the plate on the tractor that the boom pivot is mounted too.
6. **DO NOT** run the chain or strap over the hydraulic cylinder rods. (The shiny rods!)
7. **DO NOT** hook onto the boom or digging bucket to tow a vehicle.
8. The backhoe is not the proper piece of equipment to pull heavy loads for longer than 10 minutes. Another piece of equipment must be used for towing over 10 minutes (e.g., dragging the road).

Forks

1. All four hooks must be engaged on the rod of the forks during use.

2. A person on the ground to guide the forks in and out of a load is preferred.
3. The forks will come unhooked if the 4 in 1 bucket is opened or if the bucket is rolled back too far. Care must be taken when rolling the bucket back or opening the 4 in 1 bucket and the forks are mounted.
4. Carry loaded forks as close to the ground as practical
5. The forks hinge on the upper rod, thus when the heels of the forks hit the ground, the tips will rise. Training and use will enable the user to understand the actions of the forks.
6. The forks will swing away from the bucket when dumping.

Front Loader

1. Do not clamp the 4 in 1 bucket onto items that will tweak or twist the bucket frame (e.g., grabbing a log with one side of the bucket and not the other and applying excessive amounts of force to grip the item).
2. Carry your loads as low as practical.
3. Care must be taken not to run the grill of the tractor into a truck when loading or to let anything run through the grill when pushing up a pile.
4. Care must be taken so as not to pick up an item that is unwieldy that would be unsafe for the operator or could damage the tractor.

Digging Boom

1. Check with the camp systems team before digging anywhere on the Ironwood property. They can inform you of underground lines in the area, helping avoid costly repairs and possible dangers to the operator.
2. Have a hands-off signal communicated between the operator and any assistants before digging commences and use that signal before entering the operating range of the digging boom.
3. Ensure that the ditch or hole being dug is stable or wide enough to be safe for entry by a person before an individual enters the hole to work on repairs or to investigate anything.

BLENDERS (STORES)

1. Always put powder and liquid ingredients before ice.
2. Make sure the lid is on before turning on blender.
3. Never put your hand in blender while it is on.
4. Completely disassemble to clean.

BLOWERS (HOSPITALITY)

GAS-POWERED

1. Do not start inside a closed room or building.
2. Wear appropriate clothing: eye and ear protection, pants, tennis shoes or boots, glove and a long sleeved shirt. Hair should be above shoulder level.
3. Be in a stable position when starting; set on a clean, hard surface while engine is running.
4. Do not overreach or use from unstable surfaces.
5. Keep hands, face, and feet away from all moving parts.
6. Do not touch engine or muffler.
7. Do not run engine at high speed when not in use.
8. Stop engine when operation is delayed or when walking from one location to another.
9. Stop engine for maintenance, remove spark plug.
10. Stop immediately if you come in contact with a foreign object.
11. Never point blower in direction of people, animals, automobiles, or in the direction of windows.
12. Allow to cool before storing.
13. Do not douse/squirt unit with water or any other liquid.

ELECTRICAL

1. Make sure you are using a grounded extension cord.
2. Do not start inside a closed room or building.
3. Wear appropriate clothing: eye and ear protection, pants, tennis shoes or boots, glove and a long sleeved shirt. Hair should be above shoulder level.
4. Be in a stable position when starting; set on a clean, hard surface while engine is running.
5. Do not overreach or use from unstable surfaces.

6. Keep hands, face, and feet away from all moving parts.
7. Do not touch engine.
8. Do not run engine at high speed when not in use.
9. Stop engine when operation is delayed or when walking from one location to another.
10. Stop engine for maintenance and unplug unit.
11. Stop immediately if you come in contact with a foreign object.
12. Never point blower in direction of people, animals, automobiles, or in the direction of windows.

SAFETY

1. Check over the machine for loose or damaged parts. Repair before using.
2. Wear snug fitting, sturdy clothing to avoid having it sucked into the machine.
3. Always wear proper Personal Protective Equipment (PPE).
 - a. Safety glasses
 - b. Hearing protection (Plugs as the minimum, plugs and muffs recommended)
6. Do not operate under the influence of medication.
7. Always direct the discharge of debris away from people, animals, glass, cars or anything that could cause the material to ricochet or cause damage.

BRAISER (FOOD SERVICE)

INSTRUCTIONS

1. Put item to be heated in braiser.
2. Turn temperature dial to desired temp. (Highest is for rolling boil.)
3. Braiser will not come on unless fully lowered. Be sure it comes on when you light it—occasionally the pilot light (front left) is turned off.
4. Turn on exhaust fan (switch near microwave).
5. Cover must be open to raise braiser.
6. Hot water will splash when draining this appliance to the floor.
7. Insert crank (below temp. dial) and turn in direction noted on appliance.
8. Floor becomes slippery: be careful!

CLEANING

1. Use dish soap, water, and scrubber to clean affected areas of interior, exterior, and lid.
2. Use retractable hose (above meat slicer) for rinsing braiser, floor, and drain (remove food from drain).
3. Run floor grate through dish machine if scummy.
4. Leave cover closed when finished. Water evaporates quickly enough.

SAFETY

1. Prevent Burns
 - a. Cooking surface and adjacent areas are extremely hot during use, as is the surface above pilot light, between uses. Do not touch with unprotected skin.
 - b. Shield skin from steam (produced when adding watery liquids to a heated surface).
2. Fire Procedure
 - a. Quickly, without panicking, call for help.
 - b. Do not add water: it spreads the fire. Attempt to smother a smaller fire with wet towels, sheet pans, or salt.
 - c. If the fire is not smothering, use the extinguisher located at the hand wash sink according to directions printed on it.

BUGGY (VEHICLES)

SINGLE-HORSE DRIVING

Permission to use before each time and training before use is required. Each person during training will need to go through a check-off sheet and be checked off by the horsemanship team leader before the person is considered qualified to drive.

INSTRUCTIONS

1. Inspect the buggy before use, checking the wheels (hub is tight on the wheel, not loose, spindles are tight); do a walk around and check to make sure everything is in good working order, also inspect the harness.
2. Back the horse in between the arms.
3. Hook up the arms to the harness.
4. Hook up stops to harness and back into the arms.
5. Hook up tugs to the evener, making sure they are in the slots.

SAFETY

1. Do not turn too sharply; the buggy wheels will hit the side and cause the buggy to turn over.
2. Keep the horse at a walk or a jog; no loping.
3. Never leave the buggy alone with the horse and no driver.
4. Stopping quickly is hard to do, so think ahead.
5. Going down hill needs to be done slowly; the only brakes are on the britchon of the horse. Stay at a walk.
6. Be alert to pedestrians who might by their actions put themselves or the riders in danger.

CARDBOARD BAILER (MAINTENANCE)

Misuse of this machine may result in serious bodily harm or death. Follow all instructions carefully. Absolutely no horse play allowed.

1. Turn power switch to “on.”
2. With protective gate pulled down all the way down, push “up” button. As the compression plate rises, it may catch on the gate handle and pull the gate up which will stop the travel of the compression plate. Reestablish the gate in the down or closed position and push “up” again.
3. The auto stop feature does not work on this machine so push the “emergency stop” button when the compression plate nears the top of its travel.
4. Raise the protective gate and insert as much cardboard as possible into the bale area. Boxes do not need to be broken down first though that does aid in getting more cardboard into the machine for each cycle. Do not lean into the bale area. The most of your body that should enter the bale area would be your hands. The plane that is created by the protective gate when it is closed should be the plane that you do not cross with your head, shoulders, upper torso, etc. If you can't get more cardboard into the machine without violating the above rule, proceed to the next step.
5. Close the protective gate completely. It must close to within ½” of the bale compartment door to activate the safety switch and allow the machine to operate.
6. Holding the protective gate firmly down with one hand, press the “down” button with the other and wait until the compression plate passes the bottom of the protective gate before releasing the gate. Often as the cardboard is compressed, the edges curl up and will raise the protective gate which then stops the machine.
7. When the compression plate and the hydraulic ram have come to a near stop, press the “emergency stop” button.
8. To continue loading and compressing cardboard repeat steps 2 through 7. As the bale builds, it will require more frequent cycles to compress the same amount of cardboard. (For example, an empty baler may hold 30 boxes before compressing, but a nearly full baler may only hold five.) Be patient.
9. When finished with the machine for a session, release some of the internal pressure of the machine by raising the compression plate a few inches. Push “up” and then “stop” within one second of each other.
10. Turn the power switch to off.
11. Your session is not complete until you have hauled away whatever trash could not be baled.
12. Items that are not to be included in a cardboard bale would be plastic trash of any sort, waxed or oiled cardboard, nails, excessive sand, rocks, etc. Staples and packing tape used for closing a box are okay to go in. All types of cardboard are okay, for example, corrugated cardboard and paper board like soda can boxes.
13. A bale is complete when the steel plate attached to the vertical pipe on top of the compression plate no longer will clear the spring loaded switch with the little wheel at the end of it. At this point, please contact Mr. Andrew for assistance in removing the bale and resetting the machine.

CARPET CLEANER (HOSPITALITY)

SAFETY

This machine is suited to clean carpet and upholstery in an indoor environment and is not constructed for any other use. Use only recommended accessory tools and cleaning solutions. WARNINGS alert the operator of hazards

and unsafe practices which could result in severe personal injury or death. CAUTIONS warn the operator of unsafe practices which could cause damage to the equipment. To reduce the risk of fire, electric shock, or injury, exercise the following safety precautions.

1. Do not operate the machine—
 - a. If power cord or plug is damaged.
 - b. If machine is not in proper operating condition.
 - c. If power cord is not properly grounded.
2. When operating the machine—
 - a. Do not pick up flammable or combustible liquids such as gasoline.
 - b. Avoid explosive vapors or dust in the air.
 - c. Do not run machine over power cord. A hazard may occur.
 - d. Do not pull machine by power cord or pull cord around sharp edges or corners.
 - e. Do not handle plug with wet hands.
3. Before leaving or servicing the machine—
 - a. Make sure machine is turned off and power cord is unplugged from wall outlet.
 - b. **WARNING:** Hazardous Voltage. Shock or electrocution can result. Always unplug machine before servicing machine.
 - c. **WARNING:** Do not store outdoors and avoid getting wet.
 - d. **WARNING:** The use of supplies other than those recommended by manufacturer may cause damage.

MACHINE SETUP AND OPERATION

1. Unscrew and remove the clear cover (not the clear recovery tank dome). Fill the clean water bladder with hot water, (140°F, 60°C max.). Add cleaning agent to proper dilution ratio. Solution tank capacity: 800 model—8 gal, 1000/101 6 model—10 gal.
 - a. **IMPORTANT** After you have filled the clean water bladder, **REPLACE THE CLEAR COVER AND TIGHTEN IT SECURELY**. Suction in the recovery tank will over-expand the clean water bladder if the cover is not sealed.
 - b. **IMPORTANT:** Do not mix powdered chemicals in the extractor's clean water bladder. Mix powdered chemicals thoroughly in a bucket before pouring into the machine. Powders are unlikely to dissolve completely and can clog the solution pump system.
 - c. **IMPORTANT:** Use separate buckets to fill and empty the extractor. Use a clean bucket to fill the machine, and empty dirty water into a separate bucket. Dirty water in the clean water bladder will clog the solution pump system.
2. Plug the extension power cord into a grounded (earthed) receptacle outlet.
WARNING: To avoid serious personal injury—Do not expose to rain. Store Indoors. Disconnect power if machine is left unattended. Plug into grounded outlets only. Do not use an adapter or remove ground pin on plug. Do not use if cord is damaged. Disconnect power before servicing. Electrical service must be performed by an authorized service station or electrician. Use only non-flammable commercial chemicals intended for machine application. Do not use where explosive vapors or dust are present in the air. Do not allow machine to freeze.
3. Connect extension power cord to the pigtail cord and attach the belt clip to your belt.
4. Turn on the MASTER switch.
5. Before cleaning, adjust the brush height as follows: Push the CARPET CLEANING button. Turn the brush height knob at the front of the machine counterclockwise. This lowers the brush. Turn the knob until you hear the bristles begin to "flick" against the carpet, then turn the handle another half turn counterclockwise.
6. To begin cleaning, press and hold in the CARPET CLEANING button and pull the machine towards you approximately 4 feet.
NOTE: You can scrub stained areas with the brush only and no spray to prevent overwetting the carpet. Turn off the MASTER switch and press the CARPET CLEANING button. Be careful not to fray the carpet fibers. Turn MASTER switch on again to resume spray operation.
7. Release the CARPET CLEANING button, but continue to pull the extractor toward you one foot (30cm) This vacuums up excess spray. Then push down on the handle and roll the machine forward to the next area to be cleaned, overlapping about two inches.
NOTE: If the brush stops during use, unplug the power cord and dislodge any obstructions near the brush. Push the BRUSH RESET button located under the switch box.
8. While you clean, dirty water will fill the recovery tank. Watch for foam buildup. If foam does appear, pull the vacuum hose out of the recovery dome. Pour about three tablespoons (44ml) of Defoamer into the dome opening with the vacuum motor running to draw defoamer into the tank.
IMPORTANT: Do not allow water or foam to enter the vacuum screen. The ball float will not stop foam and damage to the vacuum (not covered by warranty) will result.
9. When the clean water bladder is empty, the recovery tank must be emptied. To empty the recovery tank, turn

the extractor off and position a discharge bucket under the drain hose. Do not use the same bucket for filling the clean water bladder! Unscrew the drain hose handle to empty the dirty water. Recap the drain hose tightly before cleaning again.

10. Drain the recovery tank and rinse both the tank and recovery dome thoroughly to prevent odor buildup.
11. Turn the height adjustment knob clockwise to raise the brush to storage position. This prevents putting a flat spot on the brush.

UPHOLSTERY CLEANING

The Extractor cleans most synthetic upholstery very well. Fabrics like Herculon and synthetic velvets will clean with excellent results. Extraction is not recommended for most cottons, silks, wools or natural fiber velvets. Check the cleaning instructions sewn in the furniture by the manufacturer for further instructions. Extra caution should be taken with furniture that has been re-upholstered. Any material under the new upholstery may bleed and discolor the new fabric.

1. Vacuum the upholstery before cleaning.
2. **TEST THE FABRIC FOR COLORFASTNESS.** Pour a small amount of cleaning solution on a white cloth. Hold the damp portion of the cloth against an area of upholstery which is hidden from view. Hold it there for 60 seconds. If no color transfers to the cloth, it should be safe to clean. However, always use your best judgment.
3. Remove the vacuum hose from the recovery dome and connect the accessory vacuum hose in its place.
4. Connect the accessory solution hose to the upholstery connection.
5. Activate the MASTER switch.
6. Begin cleaning by squeezing trigger on accessory tool to spray cleaning solution.
NOTE: Be careful not to over-wet upholstery. Overlap your strokes to avoid streaking. Go over clean areas again using only the vacuum to get fabric as dry as possible.
7. When finished cleaning, turn off the MASTER switch, drain the recovery tank and rinse it thoroughly.
WARNING: The solution hose contains pressurized cleaning solution which can spray when the hose is disconnected. Relieve pressure before disconnecting the hose by squeezing hand tool trigger for five seconds after turning off MASTER SWITCH.
8. After you have relieved pressure in the solution hose as directed above, disconnect the solution and vacuum hoses.

RECOMMENDED MAINTENANCE

For ease of servicing, the extractor's tank is hinged to pivot away from the chassis to allow access to the inner components. To open the extractor for servicing, follow these steps.

1. Remove the two hex-head bolts at the front of the machine using a 9/16" wrench.
2. Lift the tank upward, away from the chassis.

To keep your Extractor in top condition perform these preventive steps at the intervals indicated.

1. Thoroughly rinse the recovery tank and the recovery dome after every use.
2. Clean the screen inside the bladder, the brush, and the vacuum screen after every use.
3. Every 40 hours of operation, run acetic acid through the pump system to dissolve normal alkaline chemical buildup.
 - a. Mix 16 ounces of acetic acid in the clean water bladder with two gallons of hot water (140°F maximum).
 - b. Hold a bucket under the spray jets to catch the spray.
 - c. Turn on the MASTER switch.
 - d. Push the CARPET CLEANING button until the acetic acid solution begins to spray through jets.
 - e. Allow the solution to remain in the system overnight in above freezing temperatures.
 - f. In the morning, spray out acetic acid solution into a drain. Then run three gallons of clean water through the system to flush out impurities.

IMPORTANT! DO NOT ALLOW THE EXTRACTOR TO FREEZE WITH WATER IN THE PUMP SYSTEM. This can crack internal parts and cause damage, which is not covered by warranty. To avoid damage, run the pump dry before exposing the machine to freezing temperatures.

If the machine must be stored in freezing temperatures, be sure that the machine, pump, and spraying system are completely drained and dry. Pour undiluted antifreeze into the clean water bladder and follow steps (b), (c) and (d) above using the antifreeze instead of acetic acid solution.

COFFEE BREWER (FOOD SERVICE)

BREWING INSTRUCTIONS

1. Locate coffee and filters in supply cabinet below brewer (pre-filled filled filters are in bucket). Decaf is in right cabinet.
2. Remove metal basket from the machine, place filled filter in it and replace filter assembly to machine. Be sure to match decaf coffee to basket of labeled brewer, only. Be sure an urn is properly placed beneath to catch the coffee.
3. Turn on the corresponding warmer switch. If it doesn't light up, turn on/off lever switch at the back of machine on.
4. Press the brew switch. The machine takes over from here.

CLEANING

1. Turn off warmer switches and on/off switch.
2. Turn off switch at back of unit if it will not be used for more than 2 days.
3. Remove used filter baskets (empty to trash) and urns from unit.
4. Drain coffee into the sink.
5. Rinse container, lid, and basket. At last meal of the day or camp run parts through the dishwasher.
6. On last camp day of the week unscrew "spring" where water comes out into filter, and clean it. Wipe off stains and water spots from machine. Wipe where filter basket meets machine.

CO₂ TANKS

1. Close valve; direction is on the valve.
2. Loosen hose slowly to release the remaining CO₂ from the line. If CO₂ continues to flow from the line, turn the valve in the opposite direction; sometimes the directions on the valve are wrong.
3. Change tanks.
4. Open valve.

COMBITHERM OVEN (FOOD SERVICE)

1. Do not handle pans containing liquid or semiliquid products positioned above the eye level of the operator. Such products can scald and cause serious injury.
2. Do not use the attached handheld hose to spray anything other than the interior of the Combitherm oven compartment. Also, do not use the spray hose on the surface of a hot cooking compartment. Allow the oven to cool to a minimum of 150°F (66°C).
3. Metal parts of this equipment become extremely hot when in operation. To avoid burns, always use hand protection when operating this appliance.
4. Hot steam causes burns.
 - a. Rotate the door handle to the first open rotation position only. Wait until the steam is vented before fully opening the door.
 - b. Automatic steam venting is a standard safety feature built into all Combitherm oven models. This feature vents all steam from the oven compartment immediately before cooking time expires. This function is provided in all programmed and timed production when operating in any steam, combination, convection, or retherm cooking mode. Automatic steam venting does not function if the oven door is opened before the time expires or when the oven has been set to continuous operation.
5. Cleaning
 - a. At no time should the interior or exterior be steam cleaned, hosed down, or flooded with water or liquid solution of any kind. Do not use water jet to clean. Severe damage or electrical hazard could result.
 - b. Unauthorized cleaning agents may discolor or harm interior surfaces of the oven. Read and understand label and MSDS before using the oven cleaner.

COMPRESSORS (PROJECTS)

1. Do not use portable air compressors in the presence of explosive vapors.

2. Regularly drain the water from the compressors storage tank.
3. Regularly inspect for rust. The presence of rust on the surface may indicate a tank that may fail and explode.
4. Do not operate compressor or air tools at pressures that exceed the manufacturers specifications.
5. Never point nozzle, sprayer, or tools towards your body or anyone else's. Compressed air at close range can rupture the skin or propel debris that can cause bodily harm.
6. Do not breathe air from a compressor. Always wear proper respirator masks when spraying paint, etc. Failure to do so may result in brain damage or death.
7. Avoid the use of extension cords. Use more air hose instead. Air pushes farther easier than power.
8. Keep hands and fingers away from moving parts. Be aware that parts of a compressor get extremely hot during operation.
9. Avoid placing compressor directly on the ground (sand) or in a position that may result in the compressor falling.
10. Compressors that do not have a belt and pulley system are not rated to run constantly and will fail if used so. Avoid using compressors to fill large low pressure objects, like swimming pools or large balls. When airing up large tires, use a compressor that can handle the job.

CONVECTION OVEN (FOOD SERVICE)

USE

1. Turn gas knob on as far as it goes (lowest knob besides pilot light button).
2. Set temperature dial to desired temp., remembering that these ovens bake at 50° hotter than standard ovens.
3. Turn oven fan switch (top right) on. Do not use the "cool" setting for baking.
4. Turn on the exhaust fans near the microwave.
5. Back of top rack bakes fastest, followed by back of bottom rack. Center rack bakes slowest.

CLEANING

1. Wipe exterior surfaces clean, paying special attention to top and door handles.
2. Wipe only fresh spills from interior of doors or bottom of oven.

SAFETY

1. Do not touch hot pans, racks, oven interiors, or oven doors, with unprotected skin.
2. Do not use damp potholders.
3. Keep unprotected skin away from escaping steam as covers are removed from hot items.
4. Be careful to keep pans containing hot liquids level while moving them. Many foods produce more liquids while baking.

DISHWASHER (FOOD SERVICE)

INSTRUCTIONS

1. Look at the level of chemical in the blue 5 gallon bucket under the counter. If it contains less than 3" of chemical, notify the Dining Room Team Leader.
2. Close both drain valves located near floor (righty tighty = closed, lefty loosey = open)
3. Open lower left compartment and pass largest tray (with handles up) all the way through the compartment and into the bottom of the machine.
4. Place smallest square grid over the drain hole in the bottom of the opened lower left compartment.
5. Place metal basket into the lower left compartment and close the lid.
6. Place three of the of the smaller rectangle trays with handle toward you in the other section of the dishwasher starting at the left back. Place the fourth small rectangle tray to the far right with handle toward you.
7. Place remaining piece with handle toward you in the remaining gap.
8. Pull down both sliding doors, moving restraining hooks out of the way as you go.
9. Turn far left on/off switch to the on position.
10. Press green fill button once. Water will start flowing into the machine. When water flow stops, begin putting filled dish racks into the machine from the left. The conveyor will hook onto rack and you won't need to push it any farther.
11. The machine will stop automatically when racks reach the switch at the end of the counter (or if someone presses the switch).

NOTE:

1. If you hear a beeping noise from the machine, refill the white powdered chemical (refills are under the steel table in the laundry room).
2. If you hear a screechy noise like something in the machine is jamming, turn the on/off switch off. Carefully look into the machine for an item that is jammed, noting that all items will be very hot. When the obstruction is cleared, turn the machine back on and continue.

SHUT DOWN

1. Turn off/on switch off
2. Open both drain valves to release water
3. Raise the two doors for the dishwasher to the top notch and scrub the interior of both doors
4. Remove all 8 removable pieces and spray them clean over the disposal. Place the pieces on a towel to dry.

FOR Last meal of day or retreat, in addition to above:

1. Remove the entire doors before scrubbing them. Leave them on a towel to dry
2. Remove 4 sets curtains by lifting them out of their slots and spraying them clean (allow to dry on a towel).
3. Remove both strainer baskets from counter at opposite ends of the machine. Spray clean and allow to dry on a towel.
4. Thoroughly spray and scrub out machine interior and any food from the exterior.

SAFETY

1. Do not reach past curtains into the dish machine while it is operating. Water is scalding hot and there are several moving parts in there.
2. Be careful when handling dishes and racks as they exit the machine. They are about 180°. For comparison, water boils at 210°. We have a supply of protective gloves available in the laundry room. Please write your name on your gloves and store them in your locker between uses.

DISPOSAL (FOOD SERVICE)

1. Making sure no one will turn on the disposal, remove all metal/plastic items, condiment packs, etc., that are not able to be processed.
2. Be sure rubber cover is in place before starting the disposal. Uncontained objects can shoot out.
3. Before you turn on the disposal, warn coworkers to keep hands free of the opening.
4. Remember that the disposal is designed to pull objects into the grinding blades. It will not stop automatically if a hand is inserted.

DRILLS (PROJECTS)

1. Power tool plugs must match the outlet. Never modify the plug in any way. Do not use any adapter plugs with earthed (grounded) power tools. Unmodified plugs and matching outlets will reduce risk of electric shock.
2. Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and re-frigerators. There is an increased risk of electric shock if your body is earthed or grounded.
3. Do not expose power tools to rain or wet conditions. Water entering a power tool will increase the risk of electric shock.
4. Do not abuse the cord. Never use the cord for carrying, pulling, or unplugging the power tool. Keep cord away from heat, oil, sharp edges, or moving parts. Damaged or entangled cords increase the risk of electric shock.
5. Use safety equipment. Always wear eye protection. Safety equipment such as dust mask, non-skid safety shoes, hard hat, or hearing protection used for appropriate conditions will reduce personal injuries.
6. Avoid accidental starting. Ensure the switch is in the off position before plugging in. Carrying tools with your finger on the switch or plugging in power tools that have the switch on invites accidents.
7. Do not force the power tool. Use the correct power tool for your application. The correct power tool will do the job better and safer at the rate for which it was designed.
8. Do not use the power tool if the switch does not turn it on and off. Any power tool that cannot be controlled with the switch is dangerous and must be repaired.
9. Disconnect the plug from the power source and/or the battery pack from the power tool before making any adjustments, changing accessories, or storing power tools. Such preventive safety measures reduce the risk of starting the tool accidentally.

10. Store idle power tools out of the reach of children and do not allow persons unfamiliar with the power tools or these instructions to operate power tools. Power tools are dangerous in the hands of untrained users.
11. Keep cutting tools sharp and clean. Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.
12. likely to bind and are easier to control.
13. Use the power tool, accessories and tool bits etc., in accordance with these instructions and in the manner intended for the particular type of power tool, taking into account the working conditions and the work to be performed. Use of the power tool for operations different from those intended could result in a hazardous situation.
14. Keep hands away from all cutting edges and moving parts.

DRYERS

FOOD SERVICE

1. Instructions
 - a. EVERY MORNING: Empty lint tray by turning key to the right, then sliding tray out and removing lint.
 - b. Follow instructions posted on machine for operating machine.
 - c. Pot holders may need to be air dried separately or added to the next load to dry completely. The outside often feels dry but the inside isn't.
2. Cleaning—wipe residue from consoles, entire body, under lid, and where lid closes.

HOSPITALITY

1. Use
 - a. Check inside the machine for any foreign object(s).
 - b. Load dryer
 - c. Select temperature
 - d. Close the door before starting.
2. Safety:
 - a. To avoid fire hazard, do not dry articles containing foam rubber or similar material.
 - b. Empty lint tray once a week.

DTP340 PUNCH/R1 100 INSERTER (ISI)

RHINO-O-TUFF PUNCH

1. Use
 - a. Plug into wall
 - b. Insert paper
 - c. Depress foot pedal to punch paper
 - d. You may have to adjust the paper stop to get the holes where you want them.
2. Changing Dies
 - a. Remove the hole catcher (it slides right out)
 - b. Use an allen wrench to loosen the 2 bolts that hold the die in place.
 - c. Die slides out to the right
 - d. Put in the other die
 - e. Replace two bolts
 - f. Replace hole catcher
3. Safety
 - a. Don't put your fingers where they may get punched
 - b. Oil die regularly (once per month); 3 in 1 multipurpose oil is fine
 - c. Don't do anything stupid!

SPIRAL INSERTER

1. Use
 - a. Plug into wall.
 - b. Start the spiral into the punched book by hand (at least four holes).
 - c. Press the foot pedal to start the roller rolling.
 - d. Press the spiral against the rolling roller.
2. Safety

- a. Don't get your hand caught.
- b. Don't do anything stupid.

DUMP TRUCK (VEHICLES)

See Tractors and Equipment.

FOOD PROCESSOR (FOOD SERVICE)

INSTRUCTIONS

1. Make sure machine is unplugged. Ensure that round black plastic food plunger is secured in the lever/handle so it won't fall out when opening the machine top.
2. Open the machine by raising front edge of rectangular black plastic tab and pulling/lifting entire machine top to the left.
3. Find the black plastic disk to your right in the processor blade caddy (if not already in the machine). Insert the disk with the ridges up onto the post in the machine.
4. Select the appropriate blade from the caddy and place it with the extended round part DOWN. If dicing, you will need the grid blade and the slice blade with the wide gap in it (the slice blade will go first with the grid blade on top). Blade(s) should be rotated until they fall down into place unless they happen to be set so they fall down into place immediately.
5. Close the machine top and press the rectangular tab down until it snaps into place. If it won't close easily, don't force it. You probably don't have the blades all the way down.
6. Have all food to be processed fully prepared before turning machine on. Place an appropriately sized bowl or bus tub under the front edge of the machine (rotate the machine to the right to accommodate a bus tub).
7. Plug in the machine, turn it on by pressing the black button, and feed food through the smaller hole in the lever if possible, or through the wider opening, if necessary. Use the plunger, not your fingers to press food down, if it isn't being pulled through. Use the red button to stop the machine. Unplug it right away when finished, before cleaning the machine.
8. ROBOT COUPE FOOD PROCESSOR—set up and use this appliance only with the supervision of a trained operator. Follow safety instructions for food processors posted on the wall above this counter.

CLEANING

1. Open the machine (see step 2, above) and carefully remove blades. They are hand washed and returned to the caddy to dry. Black plastic plate and food plunger can be machine washed.
2. Close machine and turn it sideways so hinge the top swings on is just in front of you. Remove the metal dowel that holds the top on. This will allow you easier access for cleaning.
3. Spray food from top assembly. Wipe all food particles from body of machine and the counter. Using a sanitized cloth, wipe body of machine and top. When these parts are dry, re-assemble the machine.

SAFETY

1. Do not use this appliance while wearing dangling clothing or jewelry.
2. When placing food into the openings, do not allow fingers to drop below the edge of the opening. The blades are designed to pull objects downward and will not stop automatically.
3. Use the plungers rather than hands to push food down.
4. Leave machine unplugged while assembling, disassembling, and cleaning it.
5. Use care when handling blades. Hand wash blades with dish soap at a cook's sink rather than mixing with other dishes to be washed. Allow blades to air dry rather than towel drying them.

FORKLIFT (VEHICLES)

See Tractors and Equipment.

FRYER (FOOD SERVICE)

USE

1. Allow about 15 minutes to get fryer lit and preheated before you start frying.
2. Remove cover from top of fryer and add oil to the fill line as needed.
3. Move fryer baskets from upper shelf to another location . . . or move basket handles so that they don't extend beyond the shelf and get melty.
4. Find matches and a long clip that will hold a lit match (bottom tub drawer in the cook nook if they're not already inside one of the fryer cabinets).
5. Notice inside the fryer cabinet that there are two knobs: one is light brown and has 3 settings: OFF, PILOT, ON. The other is a metal dial that shows temperature. The temperature dial should be at it's lowest setting.
6. Notice, also that the sort of T shaped stemmy thing, high in the center of this cabinet where you will eventually hold a match to light the T shaped stemmy thing (pilot).
7. Turn the light brown "OFF, PILOT, ON" knob past PILOT and then back to pilot, so that it lodges firmly into place there.
8. Light a match, hold down pilot knob, and place the match near the top of the pilot "T" until it ignites. Continue pressing the knob firmly 30 seconds.
9. Release the pilot knob. If the flame stays lit, turn the pilot knob to the "on" position, and turn the thermostat dial to the desired temperature. If the flame didn't stay lit, repeat step 8.
10. CAUTION: Adding liquid to hot oil will result in splattering. Gently lower items to fryer rather than dropping them in, which results in grease splatters and burns.
11. Turn fryer off immediately after last use, or to pilot only until sure it's not needed any more.

CLEANING

1. Remove particles from oil by drawing a fine mesh strainer through the oil.
2. Carefully remove particles from the rest of the fryer with paper towels.
3. Wipe oil drips from the outside of the fryer.

CHANGING FRYER OIL

1. Allow oil to cool to a temperature that will not melt plastic or burn unprotected skin.
2. Place a five-gallon plastic bucket in front of the oil release pipe. Plan for oil to shoot outward more than downward at first, and down or even backward a little as it finishes (adjust placement of bucket accordingly). Slowly pull lever toward you until it is all the way out.
3. Press release lever back to stop flow when you need to get another bucket. When oil is fully drained, close the valve.
4. Using hose with hot water from the dish room, spray around inside the tank just until most particles are flushed loose. Drain water and particles into bucket and flush more water through until bucket is full. Take covered buckets to the trash enclosure.
5. Close drain and add soap and warm water. Scrub all residue from tank, inside and out.
6. Pull fryer toward floor drain. Remove floor drain cover and aim oil release pipe at the drain.
7. Rinse with hot water until all soap suds are gone and water comes through pipe clean.
8. Allow to air dry uncovered unless needed immediately, then dry out COMPLETELY with paper towels and fill with oil to line.

SAFETY

1. Burn Prevention
 - a. Be careful not to touch heated oil. Don't look away while working near heated oil.
 - b. Adding liquid to hot oil will result in splattering, so keep exposed skin protected when frying foods with ice crystals or foods that would potentially leak fluids and splatter.
 - c. To prevent oil from splashing, gently lower items into oil rather than dropping them in, even from short distances.
 - d. Remember that fryer baskets and their contents are extremely hot after coming from hot oil.
2. Fire Procedure
 - a. Quickly, without panicking, call out loudly that you need help with a fryer fire if people are within hearing range.
 - b. Place burning fryer baskets and/or contents to the floor away from people traffic.
 - c. Place fryer cover over burning oil in the fryer to smother that fire.

- d. Place wet towels over burning baskets and/or their contents to smother that fire.
- e. Turn off the exhaust fan and kitchen/dishroom coolers or have someone else turn them off until the fire is smothered.
- f. Close off gaps with more wet towels where air is entering to feed the fire if it's not dying.
- g. If the fire will not smother with all air sources removed, use the fire extinguisher from the hand wash sink according to directions printed on it.

GRIDDLE (FOOD SERVICE)

USE

1. Set temperature dials to desired temperature about 15 minutes before use.
2. Turn on exhaust fans near microwave.
3. Move any plastic bags from griddle and upper ledges.
4. Sanitize grill surfaces with bleach water. (Too much bleach rusts griddle.)
5. Turn all the knobs to the desired temperature.
6. The kitchen will smell very gassy after grills are lit. This is normal.
7. Wait until just before actually grilling to oil surface or it will smoke.
8. Turn grill off during last batch and immediately blot up excess oil with paper towels when finished.

CLEANING

1. Scrub griddle surface and affected trim with a grill brick (located under table across from griddle) to loosen brown and yellow buildup.
2. Remove most of grill brick grit with a metal scraper and paper towels.
3. Apply a thin coating of yellow oil with paper towels, rubbing all surfaces until no more grit appears on the towels.
4. Empty tray at the left (under the griddle) and re-line with paper towel.

SAFETY

1. Prevent Burns
 - a. Remember that griddle surface and adjacent areas are extremely hot during use, as is the surface above pilot lights, even between uses.
 - b. Do not touch the griddle or pans and utensils that have been in contact with the with griddle surface with unprotected skin.
 - c. Shield skin from steam (produced when adding watery liquids to a heated grill).
2. Fire Procedure
 - a. Quickly, without panicking, call for help.
 - b. Do not add water to a griddle fire; it spreads the fire.
 - c. Attempt to smother a smaller fire with wet towels, sheet pans, or salt.
 - d. If the fire is not smothering, use the extinguisher located at the hand wash sink according to directions printed on it.

GRINDER (PROJECTS)

1. Wear eye and ear protection.
2. Be careful of loose clothing and long hair.
3. Be conscious of where the spark trail is going. Do not operate in the presence of explosive or flammable gases and liquids. Do not direct a spark trail towards flammable materials, like rags, wood, cardboard, dry brush, etc.
4. Grinding creates heat and sharp edges. Wear gloves to avoid burns and cuts.
5. Always secure the work piece firmly when using the cut-off saw to avoid bodily injury or damage to the machine.
6. Bench grinders can bind if used incorrectly and may pinch fingers, or throw objects with great velocity.
7. When grinding soft metals, take care to use a wheel dressing tool regularly to avoid the eventual disintegration of the grinding wheel.
8. Hand held angle grinders are especially prone to grabbing loose clothing and causing bodily harm.
9. Be extra careful when using wire brushes on either handheld or bench mounted grinders. Eye protection is mandatory for everyone in the area. Wire wheels regularly spit out their bristles with enough force to penetrate the skin, not to mention how far it will get in the eye.

10. Replace the wheel if it is cracked, damaged or worn out.
11. Do not over tighten the wheel nut.
12. Turn the grinder off immediately after using.
13. Organize the work area. Keep it clean and uncluttered.
14. Clean up when finished. Sweep up filings, clean and hang up face shield, dress wheel if worn or clogged and adjust spark guards and tool rests.

HD16 (VEHICLES)

1. Only properly trained, authorized, and approved individuals are allowed to operate this vehicle.
2. In order to use this vehicle, permission must be obtained by the vehicle team leader's designee (Larry) or the Executive Director.
3. No standing on vehicle while it is in motion.
4. No standing on the tracks while it is in motion.
5. Make sure there is nothing in front or behind you before you start.

HORSE TRAILER (VEHICLES)

See Trailer Hookup and Pulling.

HYDRAULIC CUTTER (ISI) TRIUMPH 5551-EP

USE

1. The power button is underneath the table part of the cutter on the right.
2. Put the papers to be cut in the cutter.
3. Adjust back gauge to desired depth using either the knob on the front or the keypad on the top.
4. Use the paper jogging aid to align the stack if necessary.
5. Press the two buttons on the front of the cutter at the same time in order to cut.

SAFETY

1. There is a laser guard on the front of the machine. If anything blocks the laser, then the blade will not go down.
2. Never count on the laser to save your fingers.
3. If it is ever noticed that the laser guard is not working correctly, stop using the machine immediately.
4. Don't do anything stupid.

ICE MACHINES (STORES)

1. Always use the stainless steel scoop to get ice.
2. Do not use your hands or a cup.
3. Completely drain and sanitize twice a year.

JACKS AND JACK STANDS (PROJECTS)

1. Only those that have gone through the training process may use this piece of equipment.
2. When jacking a vehicle make sure the plate that contacts the vehicle should be placed in a place that is strong enough to handle the weight of the vehicle that does not angle to where the vehicle can slide off the jack.
3. Turning the handle clockwise 'til its tight allows the jack to jack up. Turning it counter clockwise lets the vehicle down.
4. When letting a vehicle down, it should be let down slow.
5. In order to place a jack stand under a vehicle, the vehicle should be lifted to a height that allows this to be done.

KNIVES (FOOD SERVICE)

SAFETY

1. Keep smooth-bladed knives sharpened to reduce accidents caused by over-exertion and slippage.
2. Place objects to be cut on a cutting board (not the countertop), rather than cutting them while holding them in your hand.
3. Use the appropriate knife for the job:
 - a. Long, narrow slicers are for slicing meat.
 - b. Smaller butcher knives are for trimming and separating meat
 - c. Larger ones are good for splitting huge watermelons.
 - d. Chef knives are for chopping harder foods: carrots, potatoes, lettuce and cabbage.
 - e. Serrated blades are for slicing softer foods: citrus fruit, tomatoes, bananas and bread.
 - f. Paring knives are for tiny jobs like radishes and garnishes.
 - g. Use smaller knives with thick, non-bendy blades for cutting desserts
4. When cutting rounded objects your first goal is to get a flat side. Hold or pinch the object firmly while you split it, then place the flat (cut) sides down on the cutting board before proceeding.
5. Keep fingers out of the path of the knife and don't look away or become distracted with conversation etc. while using knives.
6. Carefully hand wash knife blades and handles with soapy water, rinse well, and allow them to air dry in their rack. Do not allow knives to be mixed in with dish room dishes.
7. Carry knives with blades pointing downward. Don't try to intercept a falling knife. Let it fall.

SHARPENING

1. DO NOT SHARPEN SERRATED (wavy edged vs. smooth edged) BLADES.
2. PORTABLE (PLASTIC) SHARPENER—removes metal from the blade to renew the edge. It isn't always necessary to remove metal from the blade if a knife is still fairly sharp.
3. HONING STEEL—realigns metal edges (which curl over with use). Hold steel vertically with point down on a cloth. Draw the knife toward you with blade contacting the steel at a 27° angle (think of the steel as representing 12 o'clock and your knife held at almost 1 o'clock). Alternate blade edges as you go, maintaining a consistent angle on each side of the blade (opposite side would be just past 11 o'clock). When confident of the angle, you may hold the steel pointing out from your body, (away from people), and sharpen knives at the proper angle.
4. WHETSTONE—moisten stone with water or vegetable oil and place blade at a 27° angle to the stone. Move the blade edge in a circular motion, maintaining a consistent angle and circular motion as you sharpen each side of the blade edge.

LADDERS

1. Before using a ladder ensure that it is in good condition.
2. OSHA requires that a ladder extend over the edge of the roof or whatever it is leaning against at least 36".
3. Extra caution is required when using a ladder on a tree.
4. Beware of power lines when using a ladder.
5. Ladders, whether step or extension, should be destroyed when they no longer operate correctly. If you have a question about a ladder please ask the property services director or building maintenance team leader.
6. Obey the safety precautions listed on the ladder. Do not use as a step the step that is marked NOT A STEP.

LAMINATORS

ICA

1. You may only use the laminator if you have gone through the training session (done by Karen Daniels). Names of those authorized to use the laminator are posted near the machine.
2. Start machine with toggle switch on back (near cord).
3. It will take approximately ten minutes to warm up. (Machine will default to the correct mil setting.)
4. When READY light is on, you may begin.
5. Set speed according to the weight/thickness of paper to be laminated. See chart on top of machine near

settings. Adjust speed with the FAST/SLOW buttons. (Regular poster-weight items go best at #2 setting, contrary to chart, which says #3.) The thicker the item (or the darker the item), the slower the speed should be set. If at any time the HEAT light comes on, wait until the READY light comes on again. You may need to change to a slower setting.

6. Do not run items with staples, glitter, or flammable adhesives, as you can damage the heat rollers.
7. If you have more than one item to laminate, have them all ready to go when you start. Do not run items of different thickness at the same time. (Settings must be adjusted according to thickness.)
8. Push RUN. (Do not run the laminator when the copier is running. They can both be on but not running at the same time.)
 - a. After the film starts moving, guide your paper into the laminator. The laminated item will come out the back.
 - b. There is no need to stop the roller between items. Continue feeding the paper into the machine until you are done. Stopping and starting again causes waste of the film, which you must pay for. Wait until the entire item is out the back (past the blade) before pushing STOP. If you stop the machine before your paper is all the way out, the heat rollers will leave a heat line on your paper.
 - c. To cut, depress the blade while holding the laminate firmly to give some tension to the surface you are cutting and slide the blade to the other end.
9. Measure your laminate to the nearest foot (include the one foot of clear waste at the first end) and record it on the laminator log.

If the white band appears on the film roll stating that the film is low, finish the item that you are laminating and stop. Please contact Shannon to have new film loaded.

FOLIANT 370 SINGLE-SIDE LAMINATOR (ISI)

1. Use
 - a. Turn power switch to "On."
 - b. Press the button labeled "Heating and Ready" to turn on the roller heater.
 - c. Press the button labeled "Fan" to turn on the fan.
 - d. Press the button labeled "Auto control" to turn on the auto control.
 - e. Press the "T+" or "T-" button to set the roller temperature.
 - f. Once the desired temperature is reached, the laminator is ready to be used.
 - g. Insert paper and press the "Motor" button to start the conveyer.
 - h. Never allow the conveyer to move without paper being on it. In other words, there must always be something being laminated. You will have to insert scrap paper to get your last laminated sheet out of the machine.
 - i. Laminated sheets are separated using an exacto-knife.
2. Safety
 - a. The heat roller gets to 125 degrees. Do NOT touch it!
 - b. Don't get your hands caught in the rollers.
 - c. Don't do anything stupid!

LAWN MOWERS (GROUNDS)

BEFORE USE

1. Check oil.
2. Check fuel.
3. Check blade condition.

USE

1. Do not operate this piece of equipment unless fully trained and authorized by an Ironwood director or team leader.
2. Check the area that you are mowing for debris before mowing.
3. Start engine in a clear area.

SAFETY

1. Tennis shoes or boots must be worn.
2. Pants should be worn—no shorts.
3. Do not stick hands or feet under the mower while it is running.
4. Do not refuel mower when it is hot.

5. Do not bypass safety features.
6. Be aware of the direction of the mower's discharge chute. The mower can throw debris and injure people or damage property.
7. Make sure the mower is secure in the back of the truck before transporting.
8. Remove and sharpen blades when necessary.
9. Become familiar with the controls and how to stop the engine quickly.
10. Keep everyone, especially children and pets, away from the area of operation. Inspect the area and remove sticks, stones and any other debris that could be picked up and thrown by the mower.
11. Cut slopes from side to side.
12. Never point the discharge chute toward people or property.
13. Always push the mower or transport it in a truck or trailer. Do not tow the mower.

STARTING THE MOWER

1. Always start the mower outdoors.
2. Always check all fluids before starting the mower.
3. Gasoline is highly flammable; handle it with care.
 - a. Use an approved gasoline container.
 - b. Always fill the mower while the engine is cold.
 - c. Do not fill the tank while the equipment is running.
 - d. If you need to refuel before completing a task, turn off the machine and allow the engine to cool.
 - e. Never smoke or have an open flame of any kind around gasoline.
 - f. Fill the fuel tank outdoors and up to about one half to one inch from the top of the tank.
 - g. Wipe up any spilled gasoline.

SPECIFIC REMINDERS

1. Just because no campers are around does not mean it is safe to mow. Know the schedule so you do not disturb services.
2. Be careful lifting mowers for transport. We have other people to help load the equipment.
3. Do not leave the equipment unattended in the open. (This looks bad, and we do not want campers to be tempted to mess with it.)
4. Do not cut corners, saving thirty seconds by not picking up a stone or getting too close to the lake can result in many hours and dollars to make up for your laziness.
5. Please treat the equipment with care and respect.

LETTUCE CUTTER (FOOD SERVICE)

INSTRUCTIONS AND SAFETY

1. Remember that the slicer blades are razor blades and will cut you if you touch them.
2. Place cutter in clean bus tub.
3. Prepare lettuce by coring it, washing it, and removing undesirable parts.
4. Raise cutter handle high enough to allow lettuce head to be centered on the blades. Carefully center lettuce head on the blades.
5. Place both hands on the handle, and be sure no other object is in the blade area before fully depressing it. If needed, depress handle again so most of the head comes through. Next head will push remainder through.

CLEANING

1. Turn cutter upside down and use a knife or other object to push lettuce back through the blades. Do not use your fingers to push lettuce back through.
2. Spray as much lettuce as possible from the blades and plunger. If needed, use a tool not fingers to remove imbedded lettuce before re-spraying cutter clean.
3. Allow cutter to air dry on its dolly.

MANURE SPREADER (GROUNDS)

USE

1. Read the specific safety manuals for the equipment you are using.

2. Never allow children or untrained adults to operate the equipment without proper instruction.
3. Become familiar with the controls.
4. Keep all shields and safety devices in place. Before operating, inspect the equipment for damage or abnormal wear.
5. Keep hands and feet away from all moving chains or gears.

HOOKING UP TO THE TRACTOR

For tractor safety, see page 3-99.

1. Hook up to hitch to the right ball size.
2. Make sure levers on the spreader are in the closed position.
3. Drive tractor with spreader to the area, where the spreader will be emptied.
4. Drop the leavers on the spreader to the open position, drive the tractor emptying the spreader.
5. Once the spreader is empty, stop the tractor and put the levers back in the closed position.
6. Return the spreader to it parking place and unhook it from the tractor.

SAFETY CONCERNS

1. The chains and gears are moving parts when the spreader is in motion; keep fingers and toes out.
2. The spreader “throws” stuff as it is being emptied. The “throwing” distance is 10 feet out the back and off the sides of the spreader.

MEAT SLICER (FOOD SERVICE)

INSTRUCTIONS

1. Wipe counter and entire unplugged machine with bleach solution.
2. Unscrew and remove blade cover (screw/knob is at left of machine).
3. Sharpen blade, carefully following instructions on side of machine.
4. Replace blade cover and ensure that both it and the meat holder (large black knob at right) are securely screwed down, and that thickness setting is around “0” for sandwich meats or 10+ for thick ham. Set a tray at base to catch meat slices.
5. Pull meat holder toward you as far as it will go, raise cleaned meat holder and place meat (cut side down) beneath the cleated plate. Place cleated plate down onto meat.
6. Plug in the machine. Keeping hands away from blade, turn lower left switch on. Push meat assembly toward the blade, with right hand on the cleated plate knob (using downward pressure), and the on the left hand away from the blade.

CLEANING

1. Unscrew and remove blade cover and meat holder. Put in dish room to be washed.
2. Remove meat pieces from machine and counter, using extreme caution in blade area.
3. Turn blade setting to 0, then wash every surface of the slicer and counter with soapy water.
4. Rinse thoroughly, taking care not to get water in the motor housing and switch area at the back. These areas will be wiped with a sanitized cloth.
5. Sanitize the entire slicer with bleach water, tipping it to check for cleanliness underneath and in all nooks and crannies.
6. Clean meat from under shelves and floor area.

SAFETY

1. Do not use this appliance while wearing dangling clothing or jewelry.
2. When working in the blade area, do not allow fingers to drop into the blade area. Do not look away or get in conversations while assembling, operating, or disassembling this machine.
3. Leave machine unplugged while assembling, disassembling, and cleaning it.

MICROWAVE (FOOD SERVICE)

SAFETY AND INSTRUCTIONS

1. Do not microwave any object containing metal (including aluminum foil and twisties).
2. Microwaved objects must be in a dish, and covered to prevent splatters.
3. This microwave cooks at 1100 watts, which means it may take less time than you expect to accomplish the

task, so monitor what's happening in there regularly.

4. The minute plus button will give one minute of cooking time for each time it's pushed.
5. Other feature buttons have pre-calculated the time it takes to cook one of the objects given. Press the button again for each additional item (for example, 6 times for 6 potatoes).
6. Expect dishes containing heated foods to be hot and use potholders to protect your hands.
7. Keep unprotected skin clear of exiting steam and hot food when uncovering microwaved foods.

CLEANING

1. Wipe interior sides, ceiling, floor, and door of microwave, as well as exterior smudges with a damp cloth.
2. Carefully remove glass turntable to clean it, if needed. Do not use cold water on a hot turntable—it could shatter.

MIXERS (FOOD SERVICE)

COUNTERTOP MIXER

INSTRUCTIONS

1. Be sure mixer bowl is seated properly in its holder with back peg in hole and both side holes over pegs on the holder. Place right side down before left side.
2. Attach the appropriate mixing attachment (from cubby beneath) to post above bowl, making sure it is fully seated in the notch.
3. Fully raise bowl by pulling lever at lower right of machine base toward you, then downward.
4. Look at the mixer speed lever at the upper right of the mixer body. If the indicator (not the knob) is pointing toward the wall (indicating low speed, which is where you want to start when mixing), that's great. If not:
5. Keeping hands out of the bowl area, turn the machine on (turn the red timer switch to the right), and adjust the speed to low.
6. Turn the machine off when adding ingredients to the mixing bowl. If you increase mixing speed from low (machine must be on to do so) remember to turn it back to low before stopping the machine or you may spray the new ingredients all over when you turn the mixer back on.
7. As needed, scrape sides as well as bottom of the bowl, since attachments don't reach to the very bottom.

CLEANING

1. Wipe every dirtied surface, including under mixer base, levers, and up in attachment post area.
2. To clean behind the bowl holder, pull outward on lever attached to outside of right "holder" arm. After cleaning swing holder to its place and raise bowl to lock back into place.

SAFETY

1. NEVER place or allow others to place any object in the mixer bowl or attachment area while the mixer is in operation. It will not stop automatically.
2. Do not wear any jewelry besides post earrings near moving mixer attachments.
3. Remember that the mixer is designed to pull things downward and crush them.

MEDIUM MIXER

INSTRUCTIONS

1. Press on the front edge of bowl. If it moves, re-seat it so that the metal band section of the bowl is at the back, and is under the holder, with both side holes completely over the side pegs.
2. Attach the appropriate mixing attachment (from the wall near the mixer) to the post above the bowl, making sure it is fully seated in the notch.
3. Raise bowl by pulling handle at the right side of base HARD toward you, then downward, then back.
4. Set speed lever so that arrow (not the knobbed end) is pointing at "1".
5. Keeping hands out of the bowl area, press black button to turn the mixer on.
6. If it doesn't come on, turn the timer dial to the "hold" setting and press the black button again.
7. Press the red button to turn the machine off. Note the message on the machine about not shifting speeds while the machine is running.
8. If needed, scrape sides as well as bottom of the bowl, since attachments don't always reach totally to the very bottom.

CLEANING

1. Wipe every dirtied surface, including under mixer base, levers, and up in attachment post area.
2. Use the hand broom first (located near the largest mixer) for powdery messes.

SAFETY

1. NEVER place or allow others to place any object in the mixer bowl or attachment area while the mixer is in operation. It will not stop automatically.
2. Do not wear any jewelry besides post earrings near moving mixer attachments.
3. Remember that the mixer is designed to pull things downward and crush them.

LARGE MIXER

INSTRUCTIONS

1. Determine whether you need the smaller or larger bowl for your recipe and as needed:
2. Install larger bowl:
3. Remove small bowl and its collar, if they're in place (move restraining levers from the collar first, then lift up). Do not carry bowl by its handles with the collar attached. Carry by the collar or the collar may fall off (and steel is SO heavy on one's foot).
4. Place large bowl both side holes are completely over pegs of stand with short end of "levers" over edge of bowl rim to secure it from rocking.
5. Install smaller bowl:
6. Seat bowl collar (from rack behind mixer, if not already on mixer) with its curve matching the curve on the stand, angled section of collar sloping downward and both holes over pegs of the mixer arms. Place short end of levers over the edge of the collar to secure it from rocking during mixing.
7. Bowl sits in collar with both holes completely over the collar pegs. The back of the bowl snaps into place when the holes are situated correctly.
8. Place appropriate attachment (from wall at right for smaller bowl, or from rack behind mixer for large bowl) over post above bowl so that notch of attachment rests on peg on the post.
9. Raise bowl by turning "captain's wheel" (right=tight/left=loose) until tight to the bottom of the bowl, then back a bit.
10. Mixer is in gear when upper lever is toward wall and in neutral when lever is toward mixer. Neutral does not guarantee that all attachment movement will stop or stay stopped.
11. Start and stop buttons are on the electrical box on the wall behind the mixer. Do not press the start button unless assured there is no hand or object going to get in the path of attachment movement when you look away to the button to press it. Do not press the start button until the machine is not in low gear or ingredients may spray all over.
12. Change gears as needed by leaving machine on, putting it in neutral and pulling gear knob outward. Firmly move gear lever to the intended gear and release the gear knob so that the gear lever lodges into place. Keep hands and objects free of the bowl area when putting machine back in gear.
13. There will be a few inches of ingredients at the bottom of the mixing bowl that the attachment can't reach to blend. Turn the mixer off, lower the bowl, and scrape the bottom and sides.

CLEANING

1. Sweep off dry stuff and wipe off food residue all over.
2. Remember to clean area where attachments attach.
3. Sweep and wipe floor where ingredients spilled.

SAFETY

1. NEVER place or allow others to place any object in the mixer bowl or attachment area while the mixer is in operation. It will not stop automatically.
2. Do not wear any jewelry besides post earrings near moving mixer attachments.
3. Remember that the mixer is designed to pull things downward and crush them.

NAIL GUN (PROJECTS)

1. Wear eye protection.

2. Use only compressed air, never bottled gases.
3. Do not exceed 120psi.
4. Never point nailer toward yourself or others.
5. Never carry nailer with your finger on the trigger. Treat the nailer like a weapon that may fire at anytime.
6. Keep worksite free of clutter to avoid the possibility of tripping.
7. Do not use nailer in the presence of combustible gases as it creates sparks during use.
8. Make sure the push lever safety device is working properly.
9. Keep hands and feet, etc. at least 6" away from the nail's entry point. Nails are easily deflected.
10. Proceed with caution while learning to use a nailer. It is preferable for a beginner to use the trigger fire method rather than the bump fire method until proper control is learned.
11. Be careful when firing through material that is not thick or dense enough to stop the nail. Don't have a spotter stand directly in the line of fire.
12. Take precautions to avoid driving nails in to electrical wires.
13. Make it a habit to not carry the nailer by the hose.
14. Do not overreach.
15. Do not use a nailer that is not working properly.
16. Disconnect nailer from hose when servicing or when leaving the worksite. Always assume that children will be curious and will try it out if the opportunity presents itself.
17. Stay alert. Once again, if in doubt, don't.

NOOK OVEN (FOOD SERVICE)

USE

1. Turn knob to desired temperature (gas knob first for oven at far right). Ovens with fans bake 50° hotter with fan on.
2. Store unneeded racks between sink and can opener.
3. Bottom rack bakes cooler, so rotate pans during baking for more even heating.

CLEANING

1. Wipe exterior surfaces clean, paying special attention to top and door handles.
2. Wipe only fresh spills from interior of doors or bottom of oven.

SAFETY

1. Do not touch hot pans, racks, oven interiors, or oven doors, with unprotected skin.
2. Do not use damp potholders.
3. Keep unprotected skin away from escaping steam as covers are removed from hot items.
4. Be careful to keep pans containing hot liquids level while moving them. Many foods produce more liquids while baking.

OIL CHANGE PIT

1. Jacks may be used to elevate one or more tires but these should be used on flat surfaces and at straight angles.
2. Have an experienced vehicle operator drive the vehicle onto the rack, with assistance in direction if a spotter is available.
3. If no second person is available, make sure the vehicle wheels are aligned with the ramps before driving onto the rack.
4. Drive onto the rack slowly and safely.
5. Make sure the stopping wheel block is in place; do not drive over it.
6. Park the vehicle.
7. Engage parking brake if possible; place automatic transmissions in park and manual transmissions in neutral.
8. Place wheel chocks in front of and behind one tire
9. Do not start the engine with anyone under the vehicle in the pit area or in front of or behind the vehicle. If you're working with gas fumes in the pit area and need lighting or electrical tools, a fan should be used to evacuate the fumes.
10. When driving off the ramp, drive slowly
11. Make sure no vehicles are parked behind the vehicle on the rack as you back down.
12. Make sure all tools and items are picked up before backing off the ramp so you don't run over them.

13. Clean items from the pit when you have completed the work (e.g., oil filters, tools, rags) and empty used oil into appropriate disposal barrels.
14. When working with lights and electrical equipment, be aware of the possibility of ignition if gas fumes in the pit are accumulating.

PAPER FOLDER

BAUMFOLDER 714 PAPER FOLDER

USE

1. Turn power switch to “On.”
2. Adjust the first and third chambers appropriately for the type of fold to be done. A guide is given on the front of the machine to help.
3. Put the paper in the top; it comes out the bottom folded.
4. Adjust the speed using the dial near the power switch.

SAFETY

1. Don’t get your hands caught in moving parts.
2. Don’t do anything stupid.

PAPER SHREDDER (OFFICE)

Each paper shredder will have its own particular specifications and warnings which usually are displayed on the machine. Get to know those particulars of the machine you will regularly use.

GENERAL OPERATIONS

1. Keep the machine on auto.
2. When the machine is on auto, the machine will start to shred when paper is inserted and makes contact with center trigger.
3. Do not exceed the machine’s feeder capacity (different with each machine). Note: Folded paper doubles your sheet capacity.
4. If a jam occurs, which will usually result in a continuous warning beep, switch to off and then to reverse until jam is removed.
5. Empty the waste receptacle often.
6. Long time operation can cause overheating. If it does overheat, a continuous warning beep will occur; turn the machine off. Allow the shredder to cool for a time before continuing; sometimes a shredder will display a time limit.

SAFETY INSTRUCTIONS, CAUTIONS, AND WARNINGS

1. Do not shred staples, paper clips, gummed or wet paper.
2. Shred only paper and credit cards, no cardboard or plastic sheets.
3. If paper is wider than shredder entry, fold paper and remember that folding doubles the sheet capacity.
4. Do not exceed sheet capacity.
5. Do not shred continuously for more time than machine specifies.
6. Keep loose clothing, finger, hair, jewelry, and other foreign objects away from paper shredding entry.
7. Always turn off and unplug shredder before cleaning, servicing, moving, or any other conduct other than normal operation.
8. Keep children and pets away from shredder.
9. Do not spray any oils or lubricants into the machine, as some may be combustible.

PASQUINI CAPPUCCINO MACHINE (STORES)

1. Turn on machine.
2. When the needle is in the green, machine is ready.
3. Never touch the frothing rod with your bare hands, and never turn it on without something covering it—VERY HOT!
4. Use the brushes specifically designed for machine to clean it.
5. Wash all removable parts.

PIPE BENDER (PROJECTS)

USE

1. Operates best on a flat, level surface.
2. The hydraulic pump handle is best on a bench, waist high.
3. Close the screw to pump; release the screw to back off the bender.
4. When using the pipe bender, proper shoes should be used for the individual sizes of pipe.
5. You can position the degree-angle viewer on one of the stops that will help you duplicate bends.
6. Slide the pipe until it's fully in, against both stops, pump the handle until it makes contact while holding the pipe level. The pipe bender will then hold the pipe on its own. Continue pumping until the desired degree is reached.
7. To release, unscrew the screw on the pump body. If the pipe will not come out of the shoe, lightly tap it as the shoes are made of aluminum.

SAFETY

This is a twelve-ton hydraulic press that is doing the bending. Therefore, hands and other body parts should not be between the stops or feet.

PLANER

GENERAL SAFETY RULES FOR POWER TOOLS

1. For your own safety, read instruction manual before operating the tool.
2. Keep guards in place and in working order.
3. Always wear eye protection.
4. Make sure that keys and adjusting wrenches are removed before starting the tool.
5. Keep work area clean.
6. Don't use in dangerous locations. Keep dry and protect from rain.
7. Keep children and onlookers at a safe distance.
8. "Childproof" the worksite. Unplug unattended tools if children may be present.
9. Don't force the tool to work harder than it was designed to.
10. Use the right tool for the job.
11. Wear proper clothing. No loose clothing, jewelry, long hair, etc., that may get caught in moving parts.
12. Properly secure the work piece and anticipate its movement. Use clamps, etc.
13. Don't overreach.
14. Keep tools sharp and clean for best and safest performance.
15. Disconnect tools before servicing and changing parts.
16. Do not use accessories not designed for use with the tool.
17. In case of damage or suspected damage, inspect tool to ensure proper operation and make required repairs before continuing its use.
18. Make sure tool is off before plugging it in.
19. Never leave tool running unattended.
20. Stay alert, watch what you are doing, and use common sense when operation a power tool. Do not use tool while tired or under the influence of drugs, medication, or alcohol. A moment of inattention may result in serious personal injury.
21. If in doubt, don't.

ADDITIONAL SAFETY RULES FOR PLANERS

1. Do not operate your tool until it is completely assembled and installed according to the instructions.
2. If you are not thoroughly familiar with the operation of planers, obtain advice from your supervisor, instructor or other qualified person.
3. Make sure wiring codes and recommended electrical connection instructions are followed, and that the machine is properly grounded.
4. Make all adjustments with the power off.
5. Disconnect machine from power source when making repairs.
6. Never turn the planer "ON" before clearing the table of all objects (tools, scraps of wood, etc.).
7. Keep knives sharp and free of all rust and pitch.

8. Never perform any planing operation with guard removed.
9. Keep fingers and hands away from cutting area.
10. Never reach under the cutterhead while the machine is running.
11. Keep fingers and hands away from chip exhaust opening. The cutter head rotates at extremely high speeds.
12. Never feed the work into the outfeed end of machine.
13. Adequately support the workpiece at all times.
14. When planing extra long workpieces, MAKE SURE the material is supported at the infeed and outfeed end at table height.
15. Never start the machine with the workpiece in contact with the cutterhead.
16. Make sure the workpiece is free from nails and other foreign objects which could cause injury or damage to the blades.
17. Make sure the blades are properly secured in the cutterhead, as explained in the instruction manual, before turning on power.
18. Always allow the cutterhead to reach full speed before using.
19. If during operation there is any tendency for the tool to tip over, slide or walk on the supporting surface, make sure tool is secured to the supporting surface.
20. Do not perform planing operations on material shorter than 10 inches, narrower than 3/4 inches, wider than 13 inches, or thinner than 3/16 inches.
21. Before leaving the machine, make sure the work area is clean.
22. Should any part of your planer be missing, damaged or fail in any way, or any electrical component fail to perform properly, shut off switch and remove plug from power supply outlet. Replace missing, damaged or failed parts before resuming operation.
23. Always plane with the grain of the workpiece.
24. Make sure speed setting is securely engaged before feeding work material through the machine.
25. Avoid kickbacks (work thrown back toward you) by—
 - a. Not standing in line of workpiece.
 - b. Not planing workpieces that are warped, split, or contains knots.
26. Important: When the tool is not in use, the switch should be locked in the "OFF" position to prevent unauthorized use.
27. Additional information regarding the safe and proper operation of this product is available from the National Safety Council, 1121 Spring Lake Drive, Itasca, IL 60143-3201 in the Accident Prevention Manual for Industrial Operation and also in the Safety Data Sheets provided by the NSC. Please also refer to the American National Standards Institute ANSI 01.1 Safety Requirements for Woodworking Machinery and the US Department of Labor OSHA 1910.213 Regulations.

PLASMA CUTTER (PROJECTS)

USE

1. Only those that have gone through the training process may use this piece of equipment.
2. Attach air hose. Regulator should be set at 75 psi. Set the amperage level based on the thickness of the metal or the speed of travel desired.
3. Hook ground clamp to metal object being cut.
4. Place tip just over the spot where you will start to cut.
5. It is easier to start at the edge of the metal than to pierce the center.
6. Pull trigger. You might have to lightly touch metal for an arc to begin.
7. Move in desired direction at a rate of speed that continually cuts rather than outrunning your power.
8. Remember in working with this that the flame can damage you.

CARE

1. Tips and electrodes should be changed when they are disfigured or not clean.
2. The machine should be turned off any time you are servicing the tips.
3. As you work with the machine, care should be made to not use it as a hammer and to not hang it in such a way that it will fall, damaging the unit.

SAFETY

Eye protection and gloves should be worn; eyes can burn from looking at the flame.

PRECISION CUTTER (ICA)

1. Slide the cutterhead to the top end of the rail, and place the material to be cut under the pressure pad.
2. Align the material against the rule edge, leaving the amount to be cut off projecting beyond the line of cut.
3. Press lightly on the pressure pad with one hand, and pull the cutterhead firmly along the rail with the other.
4. Cuts can be made in either direction. Cutting thickness should not exceed thirteen sheets of 20 lb. bond paper or its equivalent.
5. When finished, park the cutterhead at the rule end of the rail so that pressure is removed from the internal drive-disc mechanism.

POPCORN MACHINE (STORES)

1. Turn on all switches.
2. Put a half stick of butter and one cup of popcorn in kettle.
3. Dump the kettle when popping slows down. Do not touch the kettle, use the handle.
4. Turn off all switches except light when not popping.
5. Dump any remaining popcorn in trash and wipe the machine down

ROUTERS AND SHAPERS (PROJECTS)

1. Wear eye and ear protection.
2. Be careful of loose clothing and long hair.
3. If you haven't been trained in its use, don't use it.
4. Keep fingers away from turning bits.
5. The big shaper is only to be used by permission from the property services director.

SANDBLASTING MACHINE (PROJECTS)

USE

Use the proper material in the machine.

SAFETY

1. Do not operate this piece of equipment unless fully trained and authorized by a director or team leader.
2. Wear a face shield.
3. Wear proper gloves.
4. Wear long-sleeved jacket.
5. Do not point the machine at yourself or another person.

SAWS

1. Wear eye protection.
2. Keep hands and fingers away from the path of the blade.
3. Anticipate the path of debris or of the saw blade, should a situation occur that causes binding on the saw blade.
4. Keep blades sharp and practice proper cutting technique. Don't chop.
5. Be aware that reciprocating saws (sawsall and jigsaw) are capable of severe jabbing or puncture damage, both to inanimate objects like walls as well as to human bodies. Be aware of what is on the other side of whatever you are cutting.

BAND SAW (PROJECTS)

The band saw blade will snap if used incorrectly. Excessive twisting, turning, feed pressure or incorrect backing out of a cut can create a hazardous situation or damage the machine. The large band saw in the shop is not operational.

BUZZ SAW (GROUNDS)

The buzz saw by the wood pile requires eye and ear protection at all times, and its use must be authorized and supervised by a team leader or director who is trained in its use.

CHAIN SAWS (GROUNDS)

1. Must be fully trained and authorized to use this piece of equipment.
2. Keep a good firm grip on the saw with both hands, the right hand on the rear handle, and the left hand on the front handle, when the engine is running. Use a firm grip with thumbs and fingers encircling the chainsaw handles. A firm grip will help you reduce kickback and maintain control of the saw. Don't let go.
3. Make sure the area in which you are cutting is free from obstructions. Do not let the nose of the guide bar contact a log, branch, or any other obstruction while you are operating the saw.
4. Cut at high engine speeds.
5. Do not overreach or cut above shoulder height.
6. Do not operate a chainsaw with one hand! Serious injury to the operator, helpers, bystanders, or any combination of these persons may result from one-handed operation. A chainsaw is intended to be used with two hands.
7. Do not operate a chainsaw when you are fatigued.
8. Use safety footwear; snug-fitting clothing; protective gloves; and eye, hearing, and head protection devices.
9. Do not allow other persons to be near the chainsaw when starting or cutting with the chainsaw. Keep bystanders and animals out of the work area.
10. Do not start cutting until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
11. Keep all parts of your body away from the saw chain when the engine is running.
12. Before you start the engine, make sure that the saw chain is not contacting anything.
13. Carry the chainsaw with the engine stopped, the guide bar and saw chain to the rear, and the muffler away from your body.
14. Do not operate a chainsaw that is damaged, improperly adjusted, or not completely and securely assembled. Be sure that the saw chain stops moving when the throttle trigger is released.
15. Shut off the engine before setting the chainsaw down.
16. Use extreme caution when cutting small size brush and saplings because slender material may catch the saw chain and be whipped toward you or pull you off balance.
17. When cutting a limb that is under tension be alert for springback so that you will not be struck when the tension in the wood fibers is released.
18. Keep the handles dry, clean, and free of oil or fuel mixture.
19. Operate the chainsaw only in well-ventilated areas.

CIRCULAR SAW, PORTABLE (PROJECTS)

Do not disable blade guards on miter saws or hand held circular saws. Do not allow volunteers to do the same with camp tools and only on their tools on site if it can be ensured that they are the only ones using the said tool.

MITER SAW (PROJECTS)

Do not disable blade guards on miter saws or hand held circular saws. Do not allow volunteers to do the same with camp tools and only on their tools on site if it can be ensured that they are the only ones using the said tool.

RADIAL ARM SAW (PROJECTS)

Radial arm saws are to be only used by authorized persons.

TABLE SAW (PROJECTS)

1. Use a push stick to keep fingers safely away from the blade on the table saw.
2. When cutting large or long boards on the table saw, always find a helper.

SCAFFOLDING (PROJECTS)

1. Make sure all cross bracing that is required is present and locked into place.
2. Ensure that all planking is in good condition and cleated to prevent its slipping off of the scaffolding.
3. Where more than one tier is required, its installation and use must be inspected and overseen by the people services or property services director.

SEWER SNAKE (PROJECTS)

1. Never grasp a rotating cable with a rag or loose fitting cloth glove.
2. Never operate machine with belt guard removed.
3. Do not overstress cables. Keep hand on the cable for control when machine is running.
4. Position machine within two feet of inlet.
5. Machine is designed for one person operation.
6. Use foot switch to operate machine while maintaining good footing and balance. Do not operate machine in reverse.
7. Keep hands away from rotating drum and guide tube. Do not reach into drum unless machine is unplugged.
8. Be careful when cleaning drains where cleaning compounds have been used. Avoid direct contact with skin and eyes.
9. Do not operate machine if operator or machine is standing in water.
10. Wear safety glasses and rubber soled, non-slip shoes.

SHAVE-A-DOO SNOKONE MACHINE (STORES)

1. Pull the handle up.
2. Fill with the ice scoop, not with your hands.
3. Do not put your hand in the hole.
4. Push the handle down.
5. Do not remove ice that is still in the shaft; the blades are spinning around there.
6. Make sure the machine is off when you walk away.
7. Wipe down the machine after each opening.

SHRINK WRAPPER (ISI)

USE

1. Pull the shrink wrap out far enough to fit the item inside the shrink wrap.
2. Turn the machine on using the switch on the left.
3. Press the heat bar down on the shrink wrap. The light next to the heat bar will come on.
4. When the light goes off (approximate three seconds), lift the heat bar, then press it down again. The light will come on again.
5. While the light is on, quickly rip the shrink wrap where the heat bar has sealed it.
6. Repeat steps three through five to seal the end of the shrink wrap that is still open.
7. Use the heat gun to shrink the shrink wrap to the size of the item. The heat gun has two settings (hi and low). Be sure to use the appropriate setting.

SAFETY

1. The heat bar and the heat gun both get hot. Do not place them near anything that is easily flammable (paper, cardboard, carpet, etc.).
2. The heat gun can still be used even when the machine is off.
3. Don't do anything stupid!

SPRAYER (GROUNDS)

1. Make sure you have the correct sprayer for the type of chemical you are using.
2. Make sure it's clean.
3. Pump until you have the proper pressure.
4. Do not spray yourself with the sprayer (no hands, eyes, face).
5. Wear protective gloves, eye protection, long-sleeve shirt, and respirator or mask if recommended by the chemical company.
6. Rinse sprayer and dispose of chemicals properly at the end of use.

STAGECOACH (VEHICLES)

DOUBLETREE—TWO HORSES

Permission to use before each time and training before use is required. Each person during training will need to go through a check off-sheet and be checked off by the horsemanship team leader before the person is considered qualified to drive.

INSTRUCTIONS

1. Inspect the coach before use, checking the wheels (hub is tight on the wheel, not loose, and spindles are tight); do a walk around and check to make sure everything is in good working order. Also, inspect the harness.
2. Back the horses into the stagecoach so that the tongue is in between the horses.
3. Hook up the front of the tongue to the horses—the hooks on the harness, hook into the rings on the bar.
4. Hook up the tugs to the evener at the back of the horse. The tugs should be adjusted for the horse to pull safely and stop safely.

SAFETY

1. Do not turn too sharply; the stagecoach wheels will hit the side and cause the coach to drive up on the wheels.
2. Keep the horse at a walk or a jog; no loping.
3. Never leave the stagecoach alone with the horses and no driver.
4. Stopping quickly is hard to do; think ahead.
5. The hand brake on the right side of the coach is not an emergency break; it will help slow the coach down. Going down hill needs to be done slowly; the only brakes are on the bridle of the horse, stay at a walk.
6. Be alert to pedestrians who might by their actions put themselves or the riders in danger.

STOVE (FOOD SERVICE)

USE

1. Turn knobs corresponding to burners until flame reaches desired height.
2. Pilot lights periodically go out during use, so make sure they stay lit.
3. Pilot lights need to stay lit between uses.

CLEANING

1. When burners are cooled, wipe clean with a damp cloth, using care not to burn yourself in the pilot light areas.
2. As needed, remove the burner covers or lift sections out to clean spills. Foil covered tray slides out for cleaning. Pull knobs are located at the top of the oven when you open the oven door.
3. Make sure all pilot lights are lit when you finish.

SAFETY

1. Do not allow fabrics to contact flames.
2. Do not use damp potholders. They produce steam burns.
3. Do not allow metal utensils to remain in heating items.
4. Remember that heating pans, their handles and covers conduct heat and should not be touched with unprotected hands.
5. Do not allow pan handles to extend beyond the edge of the stove.
6. Do not turn flame on under empty pans.
7. Do not add water to a fire containing grease.
8. Attempt to smother fires with a close-fitting lid, large wet towel, or salt. If prolonged attempts at smothering fire fail, use extinguisher at hand wash sink according to directions printed on it.

TIRE CHANGER (PROJECTS)

USE

1. Only those that have gone through the training process may use this piece of equipment.
2. Air hose needs to be hooked up to the right rear side of the machine.
3. The front pedals are labeled as to what they do. Bead breaker, clamp the rim, spin the table. Pulling up on the spin table pedal will spin the table backwards.
4. To break the bead of a tire; roll it beside the machine on the right side and position the lever using the handle in between where the tire and rim meet. Depress the pedal. You may have to reposition a couple of times to get it to break. You should avoid the valve stem area to avoid damaging the valve stem.
5. To break the other side, spin tire and repeat.
6. You may then place the tire and rim on the table. Tire should be placed typically with the front side up. The clamp action, when depressed once will clamp outward from the inside of the rim or you may allow it go all the way out, depressing the lever again, clamping inward. You should insure that all four clamps have clamped evenly so that the rim is centered.
7. Bring the swing arm over the rim, aligning the foot of the arm to set against and on the rim. When that arm is at head height, rotate the handle which locks the up and down movement of the arm, just off of the rim. Where the swing arm connects there is a set-bolt to cause the arm to swing away from the rim slightly. You want about 1/4" gap.
8. Taking the spoon with the curved end, hooking the bead of the tire over the swing arm, while depressing the tire on the left side into the removal trough of the rim. Once the spoon lays flat across the rim you may depress the table spin lever, which will begin taking that side of the tire off. As it rotates, the spoon can come out. Repeat process for the second side of the rim.
9. To put tire on: Place soapy water on the beads of the tire. Place tire partially on rim and swing arm into place in the center of the tire. Depress spin table lever. Repeat process for the other side of the tire.
10. To seat bead, push down on tire to help the bottom bead seat, valve core should be removed, air hose should be attached to the stem blowing air into the tire. Then pulling up on the tire in multiple locations allowing the top bead to seat. If this does not work at first, there is a bead seater air tank in the shop area to use.

SAFETY

1. Hands and feet should not be placed in situations where the spinning, clamping devices will harm them.
2. If a rim is slightly bent or banged up it can lock up the machine; reversing the turn table can many times get you out of the situation.
3. When seating the bead, many tires give maximum tire pressures to not exceed when seating. Do not exceed these pressures.

TOMATO SLICER (FOOD SERVICE)

INSTRUCTIONS AND SAFETY

1. Remember that the slicer blades are razor blades and will cut you if you touch them.
2. Pull lever back far enough to allow space for your tomato to be inserted into the opening between the blades and the lever assembly.
3. Carefully insert cored tomato with cored side down.
4. Carefully move lever assembly toward tomato and continue motion until tomato has exited the blade area. Repeat lever action if tomato doesn't clear the blade area.

CLEANING

Wash immediately after use so seeds don't bond to the blades. Do not run through dishwasher. Spray entire unit clean, looking especially for seeds in the blade area.

TRACTORS AND EQUIPMENT

USE

1. Only trained and approved operators should use this equipment.
2. Fuel, oil, and water should be checked on each day's use.
3. Check fuel, oil, water, and tire pressures as well.
4. Where applicable, referencing the operator's manual as necessary.

SAFETY

1. Do not exit vehicle unless it is completely stopped.
2. This “stop” should be assisted by some mechanical means i.e. bucket down against ground, emergency brake, engine off in gear, etc.
3. Never leave a vehicle in a situation where it could begin rolling on its own.
4. When dumping the dump truck, this should be done on flat, level ground, keeping in mind that as the dump box lifts, it changes your center of gravity causing you to be top-heavy.
5. When operating backhoe or dump truck, guy wires and electrical overhead lines should be avoided.
6. When following signals of others in tight spots or when using the forks, resist the temptation to be in a hurry. Operate slow and methodical.
7. If anything is broke or out of the ordinary, please communicate this to the proper maintenance personnel.
8. In working with tractors, one should assume that the hydraulics could fail. Therefore, standing under the bucket of the tractor should be avoided.
9. Make sure hay wagon is properly hooked up, safety chains attached, check pressure in tires of the hay wagon. When finished, unhook the tractor from the hay wagons and return it to the assigned shaded parking area.
10. One person/operator only on the tractors except for training periods.

MAINTENANCE

Check fuel, water, oil, tire pressure before use.

BLUE TRACTOR (GROUNDS)

1. Do not use without authorization and instruction.
2. Tractor use is in addition to full instruction.
3. Check water and oil levels, fuel, tire pressure, and air filter on initial start-up each day.
4. Safety
 - a. Do not operate this piece of equipment unless fully trained and authorized by a director or team leader.
 - b. Always wear seatbelt.
 - c. Do not use high gear (high range—fourth gear) on camp property.
 - d. When in transport, operate in 2WD mode.
 - e. Operate in 4WD only when necessary for traction.
 - f. Use differential lock only when necessary for traction.
 - g. Operate attachments in the proper rpm range.
 - h. Make sure safety shields are in place for any PTO-driven equipment.
 - i. Only one operator on the tractor—NO RIDERS!
 - j. No riders in the front-end bucket.
 - k. Do not stand on the tractor hood; it is not a ladder replacement.
 - l. When using a chain to pull something, make sure it does not get caught up in the rear wheels.
 - m. Pull from drawbar only. Do not pull from the three-point hitch or the scraper.
 - n. Do not go underneath the three-point hitch attachments or the front loader (when in the air).
 - o. Do not stand between the tractor and the three-point hitch attachment.
 - p. When using PTO, make sure the PTO implement shaft is locked onto the tractor.
 - q. Do not use tractor on steep inclines.
 - r. Carry three-point hitch attachments as close to the ground as is practical.
 - s. Drive slow enough so attachments do not bounce when in transport.
 - t. Use the proper fuel (diesel) in the tractor.
 - u. Wear proper footwear (tennis shoes or boots).
5. Mower
 - a. Before Use
 - 1) Make sure mower is properly lubricated before use.
 - 2) Check condition of the blades.
 - b. Use
 - 1) Do not operate this piece of equipment unless fully trained and authorized by a director or team leader.
 - 2) When finished with the mower, scrape the underside of the mower clean.
 - 3) When cleaning, do not crawl underneath; use a stick or scraper to reach.
 - 4) Rinse off the top and underside as well.
 - 5) Grease the mower; especially the blade spindles.
 - 6) Check the blade condition.
 - 7) Return it to the proper storage area cleaned and ready to use.
 - c. Safety

- 1) Make sure belt safety shields are in place.
 - 2) Remove drawbar from tractor when using the mower.
 - 3) Operate at 2150 rpm on the tractor.
 - 4) Make sure the deck height is at the proper setting.
 - 5) Make sure PTO shaft is properly attached to the tractor output shaft and locked.
 - 6) Make sure PTO shields are in place.
 - 7) Make sure three-point hitch is properly attached to the mower.
 - 8) Make sure the area to be mowed is free from debris.
 - 9) Remove gopher mounds before mowing over them; they will dull the mower blades.
 - 10) Carry the mower only one foot off the ground while in transport.
 - 11) Be aware of the discharge shoot direction to avoid damage to people and/or property.
6. Auger
- a. Use
 - 1) Must have proper instruction and authorization to use this piece of equipment.
 - 2) Hook-up three-point hitch correctly.
 - 3) Make sure PTO is correctly attached and locked into place.
 - 4) PTO safety shields should be in place.
 - 5) Transport slowly with tip of auger only one foot off the ground.
 - 6) When going over rough ground make sure the auger does not come in contact with the ground.
 - b. When drilling
 - 1) Position auger tip.
 - 2) Lock tractor brakes.
 - 3) Make sure tractor is in neutral.
 - 4) Step on clutch and engage PTO.
 - 5) Make sure tractor is at an idle.
 - 6) Lower auger until tip contacts the ground.
 - 7) Engage clutch.
 - 8) Slowly increase rpm until auger starts cutting.
 - 9) Maintain rpm and put down pressure on the three-point hitch.
 - 10) Do not stand on auger to give it more weight!
 - 11) Do not stand near the PTO shaft while the auger is running.
 - 12) Do not operate auger out of the hole.
7. Chipper
- a. Use
 - 1) Must have proper instruction and authorization to use this piece of equipment.
 - 2) Hook up three-point hitch correctly.
 - 3) Make sure PTO is correctly attached and locked into place.
 - 4) PTO safety shields should be in place.
 - 5) Transport chipper low to the ground and slowly.
 - 6) In operation, make sure chipper is standing on the ground.
 - b. Safety
 - 1) Wear proper eye protection.
 - 2) Feed chipper one branch at a time.
 - 3) Stand to the side of the chipper feeding chute when feeding it.
 - 4) Do not wear loose clothing.
 - 5) Only feed branches into the chipper (no dogs!).
 - 6) Stay away from PTO shaft while it's running.
 - 7) Stand clear of discharge chute.
8. Tiller
- a. Use
 - 1) Must have proper instruction and authorization to use this piece of equipment.
 - 2) Hook up three-point hitch correctly.
 - 3) Make sure PTO is correctly attached and locked into place.
 - 4) PTO safety shields should be in place.
 - 5) Transport tiller low to the ground (1 foot).
 - b. Safety
 - 1) Do not operate the tiller in the raised position.
 - 2) Clear the ground to be tilled of all debris such as rocks, branches, etc.
 - 3) Leave the rear flap down while tilling.
 - 4) Do not put hands, feet under the tiller while in operation.
9. Boxscraper

- a. Use
 - 1) Must have proper instruction and authorization to use this piece of equipment.
 - 2) Hook up three-point hitch correctly.
 - 3) Use as instructed.
 - b. Safety
 - Do not crawl underneath.
10. Fertilizer Spreader
- a. Use
 - 1) Must have proper instruction and authorization to use this piece of equipment.
 - 2) Hook up three-point hitch correctly.
 - 3) Make sure PTO is correctly attached and locked into place.
 - 4) PTO safety shields should be in place.
 - b. Safety
 - 1) Make sure no one is standing in the discharge area of the spreader.
 - 2) Wear protective clothing for handling fertilizer (gloves, jacket, dust mask).
11. Drags
- a. Single bar
 - 1) Must have proper instruction and authorization to use this piece of equipment.
 - 2) Attach to the hooks on the rear of the boxscraper.
 - 3) If attaching to the drawbar, watch the chain doesn't hook on the back wheels when turning.
 - b. Three bar
 - 1) Must have proper instruction and authorization to use this piece of equipment.
 - 2) Attach to the drawbar on the tractor.
 - 3) When turning, make sure the chain doesn't hook on the rear wheels.
12. Angle Blade
- a. Must have proper instruction and authorization to use this piece of equipment.
 - b. Hook up three-point hitch correctly.
 - c. Set the blade to the correct angle that you would like to use.
 - d. Be careful not to drive the corner of the blade into the ground.
13. Rake
- a. Must have proper instruction and authorization to use this piece of equipment.
 - b. Hook up three-point hitch correctly.
 - c. Set the rake to the correct angle that you would like to use.
 - d. Be careful not to drive the corner of the rake into the ground.
 - e. Do not rake over solid objects.

TREE SPRAYER (GROUNDS)

1. Must have proper instruction and authorization to use this piece of equipment.
2. Wear protective clothing when mixing and applying chemicals (gloves, long-sleeved shirt, respirator if required by the chemical company, eye protection, etc.)
3. Do not spray any person or buildings with the sprayer.
4. Be aware of where the overspray is drifting. Make sure it's not drifting into horse feeders, cars, people, water tanks, etc.

VACUUMS

FOOD SERVICE

1. Remove chunks and moist items from the carpet.
2. Move chairs and furnishings so that all food gets vacuumed.
3. Don't strain the cord—unplug and move it before it pulls itself out.
4. Turn off the vacuum if you smell rubber and have the Dining Room Team Leader help you check out the problem.
5. To make your vacuuming time more productive, empty the bag regularly and remove junk from the brushes.

HOSPITALITY

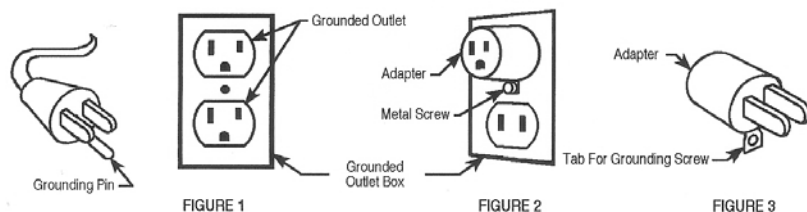
Safety Instructions

1. When using an electrical appliance, basic precautions should always be followed, including the following:
Read all instructions before using.

2. This machine is for commercial use, for example in hotels, schools, hospitals, factories, shops and offices other than normal residential housekeeping purposes.
3. This appliance is intended for dry use only. Do not use for wet floor or carpet.
4. To reduce the risk of fire, electric shock, or injury: Do not leave the appliance when it is plugged in. Unplug the unit from the outlet when not in use and before servicing.
5. To reduce the risk of electric shock, do not use outdoors or on wet surfaces.
6. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
7. Use only as described in this manual. Use only the manufacturer's recommended attachments.
8. If the appliance is not working as it should be, has been dropped, damaged, left outdoors or dropped into water, return it to a service center. The machine must not be used if the electrical cord shows any sign of damage. Regularly inspect the cord for damage, particularly if it has been crushed, shut in a door or run over.
9. Do not pull or carry by the cord, use the cord as a handle, or pull the cord around sharp edges or corners. Keep the cord away from heated surfaces.
10. Do not unplug by pulling on the cord. To unplug, grasp the plug, not the cord.
11. Do not handle the plug, cord or appliance with wet hands.
12. Do not put any object into openings. Do not use with any opening blocked.
13. Keep loose clothing, hair, fingers, and all parts of body away from openings and moving parts.
14. Do not pick up anything that is burning or smoking, such as cigarettes or matches. Under no circumstances should the machine be used for picking up hot material. In particular the machine must not be used for cleaning open and closed fireplaces, ovens or similar that contain warm or glowing ashes.
15. Do not use without dust bag and/or filters in place.
16. Turn off all controls before unplugging. The plug must always be removed from the socket outlet before starting any service or repair work of the vacuum cleaner or the cord.
17. Avoid vacuuming hard or sharp objects.
18. Use extra care when cleaning on stairs.
19. The machine must not be used for picking up combustible materials which are health endangering or explosive materials such as petrol (gasoline), nor should it be used in an explosive atmosphere. The machine must not be used for picking up water, other liquids or for picking up hazardous—i.e., poisonous dust.
20. No changes or modifications of the mechanical, electrical or thermal safety devices should be made.
21. When repairing or replacing the cord, the same type of cord as originally supplied with the machine must be used. This cord can be supplied by ADVANCE.

Grounding Instructions

1. This appliance must be grounded. If it should electrically malfunction, grounding provides a path of least resistance for electric current to reduce the risk of electric shock. This appliance is equipped with a cord having an equipment-grounding conductor and grounding plug. The plug must be plugged into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.
2. Improper connection of the equipment-grounding conductor can result in a risk of electric shock. Check with a qualified electrician or service person if you are in doubt as to whether the outlet is properly grounded. Do not modify the plug provided with the appliance. If it will not fit the outlet, have a proper outlet installed by a qualified electrician.
3. This appliance is for use on a nominal 120-volt circuit, and has a grounding plug that looks like the plug illustrated in Figure 1 below. A temporary adapter illustrated in Figures 2 and 3 may be used to connect this plug to a two-pole receptacle as shown in Figure 2 if a properly grounded outlet is not available. The temporary adapter should be used only until a properly grounded outlet (Figure 1) can be installed by a qualified electrician. The green-colored rigid ear, tab, or the like extending from the adapter must be connected to a permanent ground such as a properly grounded outlet box cover. Whenever the adapter is used, it must be held in place by a metal screw. Grounding adapters are not approved for use in Canada. Replace the plug if the grounding pin is damaged or broken.
4. The Green (or Green/Yellow) wire in the cord is the grounding wire. When replacing a plug, this wire must be attached to the grounding pin only. Extension cords connected to this machine should be twelve-gauge, three-wire cords with three-prong plugs and outlets. Do not use extension cords more than fifty feet long.



Operating the Machine

1. To release the Power Cord from the Cord Hooks, press the Handle Lock Button in while pushing down on the Handle and pull the power cord off the hooks. Plug the Power Cord into a properly grounded electrical outlet.

2. Turn the Main Power Switch ON. “1” is ON and “0” is OFF.
3. Step on the Pedal and tilt the handle back. The Green Light on the base will come on to indicate that the brush motor is running. Foot pedal must be used to release base to operating position. Failure to do so could result in damage to the handle release mechanism.
4. Turn the Height Adjustment Knob to adjust the height of the brush. If the red light comes on, slowly turn the knob in the opposite direction until the light goes off. If the red light stays on continuously, there may be debris wrapped around the brush. This can cause the overload protector for the brush motor to trip. If this occurs, turn the Main Switch OFF and unplug the power cord. Remove any debris from the brush and turn the Main Switch back ON. This will automatically reset the overload protector. The machine can also be reset by locking the handle in the upright position. Remove any debris from the brush and repeat Step 3. If the overload protector trips repeatedly, or if the red light stays on continuously, contact Advance for service.
5. Change the bag whenever the “Bag Full” Light comes on. If the light comes on before the bag is full, the inside of the bag may be coated with very fine dust (change the bag), or debris may be built up somewhere between the brush and the bag.

Using the Wand

To use the wand, put the handle in the upright locked position. The brush motor will stop automatically. Slide the wand out of its holder. Install the crevice tool or dusting brush on the end of the wand, if desired.

After the Using the Machine

1. Unplug the power cord from the electrical outlet and wrap it around the cord hooks on the front of the machine.
2. Check to see if the bag is full, replace if necessary. Clean the bag housing, if necessary.
3. Clean or replace the vacuum inlet filter every third time the bag is changed. Clean or replace the electrostat exhaust filter every fifth time the bag is changed.
4. Remove any built-up carpet fibers or debris from the brush housing.
5. Store the machine indoors in a clean, dry place.

Vacuum Motor Brushes

Have your Advance Dealer check the carbon motor brushes once a year or after 500 operating hours.

Maintenance

1. Always disconnect the Power Cord before performing any machine maintenance.
2. To replace the paper dust bag whenever the “Bag Full” Light comes on—
 - a. Push the bag housing latch in and remove the back cover.
 - b. Remove the paper dust bag following the instructions printed on the bag.
 - c. Install a new paper dust bag following the instructions printed on the bag.
 - d. Never operate the machine without a dust bag in place.
3. To empty the cloth dust bag whenever the “Bag Full” Light comes on—
 - a. Push the Bag Housing Latch in and remove the back cover.
 - b. Remove the cloth dust bag following the instructions printed on the bag.
 - c. Remove bag clip and shake out bag contents.
 - d. Put the bag clip back on the bag.
 - e. Install the cloth dust bag following the instructions printed on the bag.
 - f. Replace the electrostat exhaust filter every fifth time the bag is changed (more often in very dusty applications).
 - g. Never operate the machine without a dust bag in place.

Cleaning the Vacuum Inlet Filter

The vacuum inlet filter catches any dirt spilled from the bag, before it can enter the vacuum motor. The filter is located just below the bag. Clean the filter every third time that the bag is changed (more often in very dusty applications). To clean the vacuum inlet filter—

1. Push the bag housing latch in and remove the back cover.
2. Slide the filter holder out of the bottom of the bag housing.
3. Remove the filter and wash it in warm water. Let the filter dry completely before putting it back into the machine.
4. Never operate the machine without the vacuum inlet filter in place.

Changing the Electrostat Exhaust Filter

The electrostat exhaust filter catches any dirt that may escape from the dust bag, vacuum inlet filter, or lower motor filter. The electrostat exhaust filter is located just below the carrying handle. Replace the filter every fifth time

that the dust bag is changed (more often in very dusty applications). To replace the electrostat exhaust filter—

1. Push the filter cover latch in and remove the electrostat exhaust filter cover.
2. Remove the filter from the filter holder and insert a new filter in its place.
3. Snap the filter cover back into place.
4. Never operate the machine without the electrostat exhaust filter in place.

Changing the Brush

1. Lay the machine over onto its left side.
2. Slide the side cover off of the brush housing.
3. Carefully pry the roller support off the end of the brush (reuse on new brush).
4. Grasp the center of the brush by the bristles and pull it up and out the right side of the housing.
5. Slide brush end with hex opening into housing first, make sure it slides all the way down onto transmission support.
6. Follow steps one through three in reverse order to reassemble.

Replacing the Belt

To reduce the risk of electric shock, unplug before servicing.

1. Remove screws from the top cover and remove top cover from the brush housing.
2. Remove both screws in transmission support.
3. Lift the end of the brush up and remove the belt from the brush pulley.
4. Bend brush housing out just enough to slide the belt off of the motor pulley (be careful not to break housing).
5. Reassemble in reverse order.

VEHICLE LIFT

1. The pivot point of the vehicle front to back should be at the posts of the lift; it is a two-post lift.
2. Determine safe lift points on the vehicle. With lift at the complete down setting, swing the lift arms under the vehicle and use the proper extensions (located on the back side of the lift) to contact four spots on the frame at the same time as the lift rises to meet the vehicle. Place the lift arm pads directly beneath the lift points on the vehicle and raise the lift arms until contact with the vehicle is made.
3. Place the correct height spacers in the holes on the lift arms to lift the vehicle in a level fashion also helping avoid contact of the lift arms with the body panels of the vehicle.
4. Check the location of the lift pads and their contact points on the vehicle for safety, strength and stability.
5. The electrical button on the control side of the lift operates the motor that hydraulically lifts the vehicle up. You should go a few inches higher (two to three inches) than the desired height. Then, using the release lever, allowing the vehicle to come down on the safety stops.
6. Once the vehicle is a few inches off the ground, shake the vehicle and recheck the location of the feet of the lift, ensuring that they are properly on the frame.
7. If, for some reason, the vehicle is not level, pulling the isolation button causes the controls to only affect the non-control side of the lift.
8. To let a vehicle down: go up two to three inches off of the safety stops, then pull the cable on either side (both sides) that disengages the safety locks. The vehicle can then be lowered. Before lowering the vehicle, make sure all jacks, tools, ladders and personnel are out from under the vehicle and the lift arms and nothing is in or near the lift stands.
9. No one should be underneath the vehicle unless it has been allowed to come down and rest on the safety locks. Never work under the vehicle without the mechanical locks in place.
10. Do not lift vehicles over the weight capacity of the lift (9000 pounds).
11. Center the vehicle between the lift arms.
12. Account for weight placement on each vehicle and determine the approximate balance point of the vehicle, placing it appropriately in the lift area.
13. Lift the vehicle to an appropriate working height.
14. Make sure the vehicle does not come in contact with the metal lines that cross over the lift.
15. Raise it another few inches and then lower the lift into the mechanically locking holding mechanisms.
16. After locking, lower the lift, the lift arms should not move indicating the locking mechanisms are engaged.
17. To lower the vehicle, raise the lift arms a few inches.
18. Pull the cable loops located on each lift stand releasing the mechanical safety locks. If they do not release, seek help from the vehicle maintenance foreman.
19. Once the locks are released, proceed with lowering the vehicle.
20. Lower the lift arms until they are free from the weight of the vehicle, until they stop moving.
21. Swing the lift arms out from under the vehicle.

22. Place lift spacers in the proper storage holes.
23. Carefully drive the vehicle out of the lift area
24. Clean up the lift area.

WASHING MACHINES

FOOD SERVICE

1. Instructions
 - a. Empty contents of machine to dryer if it contains clean laundry. You can put 2 similar type loads in one dryer.
 - b. Put $\frac{3}{4}$ scoop of laundry detergent in machine (for a full load).
 - c. Place laundry in machine, noting that: you should first:
 - 1) Check laundry for crumbs and food.
 - 2) Soak and pre-cleaned heavily soiled items in the laundry sink first.
 - 3) Be sure apron strings are tied in slip knots before washing them.
 - 4) Do not mix laundry from each tub; they're separated to eliminate lint from getting all over aprons.
 - d. Close washer cover and look to the right rear of the open console. Push the lever back fully and then release it, to start the machine.
2. Cleaning—wipe residue from consoles, entire body, under lid, and where lid closes.

HOSPITALITY

1. Never reach into the washer until the tub has completely stopped spinning.
2. Do not wash articles containing flammable fumes or materials.
3. Do not allow children to operate or to play in, with, or around the washer.

WEED EATER (GROUNDS)

1. Must have proper instruction and authorization to use this piece of equipment.
2. Use oil and gas mixture.
3. Wear eye, face, hearing, and foot protection
4. Make sure the area is free of debris before beginning.
5. Never leave your string trimmer unattended.
6. Know the schedule and do not disturb meetings and services.

FUELING THE TRIMMER

1. Select a bare spot to fuel your trimmer. Move ten feet away before starting the trimmer.
2. Do not attempt to fuel or remove a trimmer cap while the trimmer is running.
3. Remove the fuel cap slowly in order for pressure to escape.
4. Clean up any spills before starting.

OPERATING A TRIMMER

1. Operate only under good visibility and lighting.
2. Avoid hitting anything that could damage the head.

WET/DRY VACUUM

ABOUT THE MACHINE

1. TO CONNECT THE HOSE, simply push the swivel hose cuff into the tank inlet until the lock feature engages. Press the button to remove the hose assembly. The wand and/or tools are attached to the opposite (non-swivel) end of the hose.
2. TO OPERATE—The vacuum cleaner is designed to perform as a wet/dry unit. The cloth bag is used for dry operation only and must be removed from the tank prior to wet pick up.
3. DRY OPERATION
 - a. The cloth filter located inside the can provides highly efficient separation of dust and dirt particles from the incoming air stream.
 - b. CAUTION: During dry operation, never operate the vacuum cleaner unless the cloth filter is in good condition and properly assembled to the vacuum head.

- c. The use of a disposable paper bag is strongly recommended for picking up very fine dry materials. The paper bag not only makes dirt disposal clean and convenient, but also provides an additional layer of filtration. **CLEAN CLOTH FILTER AFTER EACH USE!**
- 4. **DRY FILTER CLEANING**—Remove the filter from the vacuum and clean by brushing or tapping to remove direct accumulation from outer surface.
- 5. **WET OPERATION**—Remove the cloth bag from the tank. A vacuum shut-off float assembly is located at the bottom of the motorhead. When the liquid level in the tank rises to a point just below the inlet, the float assembly shuts off air flow, thus preventing overflow and possible damage to the vacuum motor.
 - a. **NOTE:** This will cause the motor to race. Turn off the motor, remove and empty the collection can. Thoroughly clean float assembly.
 - b. **NOTE:** A disposable paper bag cannot be used during liquid pickup.
- 6. **MOTORHEAD**—When removing the motorhead, care in handling is essential. Dropping, banging, or other abuse may result in a poor vacuum seal and loss in suction power.
 - a. **CAUTION:** Never lubricate the vacuum cleaner motor. The motor bearings are permanently sealed. Introduction of lubricant into the motor may cause premature failure.
 - b. This vacuum is intended for indoor or outdoor use and for wet pick up, but it is not intended to be exposed to the rain.
- 7. **STORAGE**—Store in a dry location indoors. Wrap the cord carefully around the vacuum head to avoid accidental damage. Clean the tank, filter, hose, and tools prior to storage.

NEVER USE A VACUUM CLEANER TO PICK UP COMBUSTIBLE OR EXPLOSIVE MATERIALS SUCH AS GASOLINE OR KEROSENE.

GROUNDING INSTRUCTIONS

- 1. This appliance must be grounded. If it should malfunction or breakdown, grounding provides a path of least resistance for electric current to reduce the risk of electric shock. This appliance is equipped with a cord having equipment grounding conductor and grounding plug. The plug must be inserted into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.
- 2. **WARNING:** Improper connection of the equipment grounding conductor can result in a risk of electric shock. Check with a qualified electrician or service person if you are in doubt as to whether the outlet is properly grounded. Do not modify the plug provided with the appliance—if it will not fit the outlet, have a proper outlet installed by a qualified electrician.
- 3. This appliance is for use on a nominal 120-volt circuit, and has a grounded plug that. A temporary adapter may be used to connect this plug to a two-pole receptacle if a properly grounded receptacle is not available. The temporary adapter should be used only until a properly grounded outlet can be installed by a qualified electrician. The green colored ear, lug, or the like extending from the adapter must be connected to a permanent ground such as a properly grounded outlet box cover. Whenever the adapter is used, it must be held in place by a metal screw.
- 4. **EXTENSION CORDS:** Vacuums that have three wire cords requiring grounding must only be used with extension cords that have three-prong grounding type plugs and three-pole receptacles. To determine the minimum wire size required, refer to the chart below:
WARNING: Before using an extension cord, inspect it for loose or exposed wire, damaged insulation, and defective plugs.

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical appliance, basic precautions should always be followed, including the following:

Minimum Wire Size (AWG) of Extension Cord								
Nameplate Rating-Amps	Total Extension Cord Length (Feet)							
	25	50	75	100	125	150	175	200
0–10.0	18	18	16	16	14	14	12	12
10.1–13.0	16	16	14	14	14	12	12	12
13.1–15.0	12	12	12	12	12	12	12	—

WARNING: To reduce the risk of fire, electric shock or injury—

- 1. Do not leave appliance when plugged in. Unplug from outlet when not in use and before servicing.

2. Do not expose to rain. Store indoors.
3. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
4. Use only as described in this manual. Use only manufacturer's recommended attachments.
5. Do not use with damaged cord or plug. If appliance is not working as it should, has been dropped, damaged, left outdoors, or dropped into water, contact Customer Service.
6. Do not pull or carry by cord, use cord as a handle, close a door on cord, or pull cord around sharp edges or corners. Do not run appliance over cord. Keep cord away from heated surfaces.
7. Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
8. Do not handle plug or appliance with wet hands.
9. Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
10. Keep hair, loose clothing, fingers and all parts of the body away from openings and moving parts.
11. Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
12. Turn off all controls before unplugging.
13. Use extra care when cleaning on stairs.
14. Do not use to pick up flammable or combustible liquids such as gasoline, or use in areas where they may be present.
15. Be sure, that the vacuum is connected to a properly grounded outlet, inspect the ground pin on the power cord prior to each use.
16. Do not use this vacuum to pick up hazardous materials unless the vacuum is equipped with an appropriate HEPA filter.

SAFETY
MANUAL

Chapter 4
VEHICLES

CARE AND MAINTENANCE

1. At each fuel up, check oil, water, lights, windshield wiper (if applicable), horn, brakes, mirrors, and emergency lights. Please note any needed maintenance on the fuel log; for safety issues, contact the vehicle team leader.
2. Daily check tire pressure and wear visually; weekly check tire pressure with a gauge.
3. Pay attention to gauges as you drive/operate. If the vehicle overheats or has low or no oil pressure, STOP and fix the problem. General rule of thumb: Red warning light means “STOP and fix it”; a yellow warning light means “Fix me when you get a chance next.”
4. If the vehicle has a log book, fill it out properly.
5. Owner manuals are kept in the glove boxes of road vehicles and can be referred to if changing a spare tire or many other incidences.
6. Campers will not be present during care and maintenance.

DRIVING

1. The driver must have a valid driver’s license for the vehicles being driven.
2. Sixteen miles per hour is the maximum speed limit.
3. Passenger orientation should include
 - a. how to ride in a safe place and manner;
 - b. not riding on the outside of the vehicle;
 - c. don’t distract the driver;
 - d. wear a seatbelt if provided and required;
 - e. don’t block exits.
3. Obey all traffic signs.
4. As a general rule, do not drive through the horse or Broken I Ranch areas.
5. You must receive permission from your supervisor to drive.
6. Keep vehicles on roads unless instructed to do otherwise.
7. Always drive safely and cautiously.
8. Use designated staff parking or park behind the Rivertown Program Office.
9. Slow down when people are walking in the road.
10. The driver is responsible for keeping the load in the truck, tying the load down if needed.
11. Tractors should never be driven in high gear.
12. No one is to drive a tractor unless he has been instructed in its operation.
13. Drive a vehicle only if it is necessary to do the job.

EMERGENCIES

1. If your vehicle breaks down, stop in a safe spot and contact the vehicle team leader.
2. In case of an accident or passenger illness, the driver will
 - a. identify any persons with injuries;
 - b. provide supervision for the uninjured;
 - c. provide or procure care for the injured (e.g., contact the first aid provider);
 - d. notify the program director, director, and security team with details of the extent of the emergency and additional help needed;
 - e. work with the security team to identify witnesses and collect any other needed information.

GOLF CARTS

WEEKLY MAINTENANCE

1. Check battery water levels.
2. Check all cables and connections for corrosion.
3. Neutralize acid on tops of batteries and rinse.
4. Check tire pressure.
5. Check that the brakes are functional.

CHARGING

1. Slide plug into charger until gauge registers current on the charger.
2. Charge overnight.
3. Unplug charger before operating the golf cart.
4. Do not carry the charger on the cart, vibration is bad for the circuits.
5. Do not drop the charger.
6. Store the charger where it will not be in the rain or get wet

OPERATION

1. No driver's license required.
2. Do not go off packed roads; stay out of soft sand.
3. No more than four passengers.
4. Do not allow passengers to hang off the sides or the back of the golf cart.
5. Passengers must be seated and in the proper seats.
6. Do not drive excessively fast down hills.
7. Use parking brake every time you exit the golf cart.
8. Remove the key when leaving the golf cart unattended.
9. Do not allow passengers to drag their feet while moving.
10. If stuck, unload passengers except for driver, ask for assistance to push the cart free. Do not try to get the cart out without assistance; spinning the tires will heat up the battery connections causing premature failure and possible damage.
11. Golf carts is to be used for work purposes only.

JEEPS

1. Jeeps are narrower than most other vehicles and can tip if you go too fast around a corner or up a hillside.
2. Hauling people raises the center of gravity on the jeep, making it more susceptible to tipping.
3. Learn and follow the guidelines laid out elsewhere for use of the four wheel drive system; each jeep is slightly different in how it operates.
4. When opening the hood, please put a rag between the hood and the windshield frame so the paint doesn't get scratched.
5. The jeeps have no doors; do not let people hang out the door frame or ride outside the door frame.
6. Jeeps are light vehicles. When towing a trolley, the jeep will need to be loaded first, and the trolley will have to stay at or below occupancy limits to maintain a controllable balance over the weight of the trolley.
7. Jeeps are four wheel drive vehicles, but are also tools for camp; do not use them for entertainment even though they are quite capable of accomplishing that goal!
8. A jeep is not always the best recovery vehicle if another vehicle is stuck; check with the vehicle maintenance person if you need to recover a stuck vehicle that is larger than the jeep.

OCCUPANCY LIMITS

1. Trolley occupancy—*Jeeps not listed cannot tow trolleys.*
 - a. Behind Jeep CJ8 (tan, orange, silver, blue): 11 kids or 9 adults
 - b. Behind John Deere 720: 11 kids or 11 adults
 - c. Behind John Deere 70: kids and adults
 - d. Behind full-size trucks (e.g., F250, C2500): 11 kids or 9 adults
2. Hay wagon occupancy: 25 kids or 20 adults
3. Vehicle occupancy
 - a. Jeep CJ8: 11 kids plus driver or 7 adults plus driver
 - b. Jeep CJ7 (yellow): 7 kids plus driver or 5 adults plus driver
4. Chevrolet 2500 with seats: 14 kids plus driver or 25 adults plus driver
5. Number of trolleys behind vehicle
 - a. Jeep CJ8—1 trolley
 - b. Ford F250—2 trolleys or 2 hay wagons
 - c. Chevrolet 2500 with seats—2 trolleys with truck loaded first or 2 hay wagons with truck loaded first
 - d. John Deere A—2 trolleys or one hay wagon, 2nd gear
 - e. John Deere 720—3 trolleys or 3 hay wagons, 4th gear
6. The following vehicles may be used to pull:

- a. John Deere 720
- b. Chevrolet 250 with seats
- c. Ford F250 Diesel barn truck
- d. Ford 250 gas Grounds truck
- e. John Deere A
- f. Jeep CJ8

SPOTTER RESPONSIBILITIES

For groups under 15, the driver will be responsible for the following; for groups over 14, the spotter

1. must be able to communicate clearly and quickly with the driver;
2. must supervise all passengers and insure they are abiding by vehicle safety guidelines;
3. must be able to recognize unsafe behavior and be willing to address and correct it.

TRACTORS

SAFETY

1. The wagon is wide; watch the side to not hit anybody or anything.
2. Make sure all passengers are seated.
3. Know how to kill the tractor quickly if necessary.
4. Multiple units on the tractor:
 - a. Each unit needs to have one staff member or voluntary staff member.
 - b. The people movers go in line first, then the hay wagon hooks to the people movers. Hook up all safety chains.
 - c. Driver of vehicle: make sure everyone knows to be seated the entire ride.
5. Be alert to pedestrians who might by their actions put themselves or the riders in danger.

JOHN DEERE A

1. Before Initial Start Up
 - a. Check fuel level (gasoline—stop filling 2” from top).
 - b. Check coolant level.
 - c. Make sure tires are aired up.
2. Start Up
 - a. Open main throttle
 - b. Make sure the parking brakes are engaged
 - c. Place tractor in neutral
 - d. Place hand clutch out of gear
 - e. Place ignition switch in the run position
 - f. Firmly press the starter button with your foot
 - g. Use the choke as needed to start the engine
 - h. Use the separate switch to turn on the lights if needed
3. This tractor is able to only pull one hay wagon plus a luggage cart anytime it is doing hayrides.
4. Shut down—Move the throttle to the idle position, and turn the ignition switch to the off position.

JOHN DEERE 70

1. Before Initial Start Up
 - a. Check fuel level (gasoline—stop filling 2” from top).
 - b. Check coolant level.
 - c. Make sure tires are aired up.
2. Start Up
 - a. Open main throttle, straight up position.
 - b. Make sure the parking brakes are engaged.
 - c. Place tractor in neutral.
 - d. Place hand clutch out of gear.
 - e. Turn ignition switch to the first position.
 - f. Firmly press the starter button with your foot.
 - g. Use the choke as needed to start the engine.

- h. The second and third positions on the ignition switch turn on the lights.
- 3. Do not use sixth gear (road gear) around camp—it is too fast.
- 4. Shut down—Turn the ignition switch to the off position.

JOHN DEERE #720 *See Wagon—Tractor-drawn for more information.*

- 1. DO NOT try to jump start the JD720.
- 2. Before Initial Start Up
 - a. Check oil level in Pony motor and diesel engine.
 - b. Check fuel levels for the small pony motor (gasoline) and for the diesel engine (diesel).
 - c. Check coolant level in radiator.
 - d. Make sure tires are aired up.
- 3. Use
 - a. Do not use this piece of equipment unless fully trained and authorized by an Ironwood director or team leader.
 - b. Open main throttle, straight up position.
 - c. Make sure the parking brakes are engaged.
 - d. Put tractor in neutral.
 - e. Place hand clutch out of gear.
 - f. Turn on the fuel for pony motor.
 - g. Turn ignition switch to start position, red light will come on.
 - h. Push starter button; use choke as necessary.
 - i. Once the pony motor starts, let it warm up for one minute.
 - j. Once warmed up, move the pony motor throttle to the run position.
 - k. Once the pony engine is running smoothly at the high RPM, engage the decompression handle.
 - l. Engage starter handle.
 - m. Crank the diesel engine until oil pressure registers on the gauge.
 - n. Disengage the decompression lever.
 - o. Once the diesel engine fires, disengage starter handle.
 - p. Turn Pony motor throttle to idle position.
 - q. Turn off Pony motor ignition switch.
 - r. Turn off Pony motor fuel source.
 - s. Press push button to check the fuel level, this checks the diesel fuel level as well as starting the alternator, critical to keeping the tractor operational.
- 3. Do not use sixth gear (road gear) around camp—it is too fast.
- 4. Parking—when you have completed your event, please unhook the tractor from the hay wagons and return it to the assigned shaded parking area.
 - a. While idling
 - 1) Park the tractor with the parking brakes for each wheel locked.
 - 2) Turn the steering wheel toward the edge of the road, into the trees.
 - 3) DO NOT leave the tractor unattended while it is running.
 - 4) Once the tractor is parked and the transmission is in neutral, push the clutch all the way forward. (This keeps the transmission spinning and lubricated to extend the lifetime of the transmission.)
 - b. When shut down
 - 1) Lock the parking brakes for each wheel
 - 2) Leave the transmission in gear
 - 3) Leave the clutch pushed forward

TRAILER HOOKUP AND PULLING

- 1. Make sure that the proper hitch and size are being used (e.g., pintle, 2" or 2⁵/₈" ball hitch, goose neck hitch)—the size is stamped on the top of the ball and on the hitch receiving the ball; an incorrect size will allow you to move the trailer, but it will come unhooked under normal stress.
- 2. When backing up, take care not to bump the trailer with the bumper of the truck. If possible, use a second person to guide you in.
- 3. Install the appropriate slide-in hitch into the vehicle receiver.
- 4. Insert the locking key into the hitch pin.
- 5. Hook up the trailer.
- 6. Lock the hitch mechanism into place.
- 7. Insert safety key into lock mechanism.

8. Hook up safety chains to opposite sides of the pulling vehicle's hitch, so they cross underneath the hitch (allows the chains to catch the hitch if something releases).
9. Twist the chains up to keep them from dragging on the ground before hooking them to the pulling vehicle.
10. Plug in any electrical connections that may be present.
11. Check to ensure all lights are working on the pulled trailer.

	A	70	720
Electrical System	12V	12V	6V
Operation			
1. Follow check list and start-up procedures before operating.	✓	✓	✓
2. This tractor is equipped with a hand-operated clutch.	✓	✓	✓
3. The tractor will move with the clutch handle in the forward position, and power will be disengaged from the wheels with the handle in the pulled back position.	✓	✓	✓
4. Choose the gear that is best for the task you have before you.	✓	✓	✓
a. Pulling hay wagon—full throttle up hill, lower throttle to comfortable level on flat ground (at night, make sure lights are working)	2 nd –4 th gear depending on weight	3 rd & low	4 th
b. Coming up a hill or the load is bogging down the engine		2 nd & high	2 nd
c. Dragging the road	No	No	4 th or 5 th
d. Traveling without a load or without passengers on the hay wagons	5 th	4 th & high	5 th
5. DO NOT take the tractor out of gear or pull back on the clutch when going down a hill!! Use both wheel brakes to assist in slowing the tractor going down the hill.	✓	✓	✓
6. Lower throttle level when coming into camper loading area (e.g., Rivertown, BIR, or Ike's).	✓	✓	✓
7. Wheel brakes may be needed to assist in steering the tractor. Step lightly on the right wheel brake to assist in a right turn, step lightly on the left wheel brake to assist in a left turn. (Wheel brake use may be a necessity in soft sand.)	✓	✓	
8. Wear hearing protection when operating the tractor for long periods of time, longer than 30 minutes.	✓	✓	✓
Braking—this tractor is equipped with individual wheel brakes for each back wheel. USE BOTH BRAKE PEDALS when stopping after pulling the clutch all the way back.	✓	✓	✓
Shut Down			
1. Move throttle to idle position.	✓		
2. Turn the ignition switch to the off position.	✓	✓	
Parking			
1. While idling			
a. Park the tractor with the parking brakes for each wheel locked.	✓	✓	✓
b. Turn the steering wheel toward the trees or the edge of the road.	✓	✓	✓
c. DO NOT leave the tractor unattended while it is running.	✓	✓	✓
d. Once the tractor is parked and the transmission is in neutral, push the clutch all the way forward (to keep the transmission spinning and lubricated and extend its lifetime).	✓	✓	✓
2. When shut down			
a. Lock the parking brakes for each wheel	✓	✓	✓
b. Leave the transmission in gear	✓	✓	✓
c. Leave the clutch pushed forward	✓	✓	✓
d. Cover the exhaust pipe		✓	

12. Check and adjust brakes on the pulled trailer.
13. Check tire pressures on pulled trailer.
14. Double check safety chains, hitch latches, safety keys before leaving.
15. Fold or continue to raise jack until it is not likely to hit the ground as you enter a parking lot.
16. As you pull trailer around a corner, realize the trailer will not track in the same spot as the vehicle but will cut the corner; wide turns might be necessary.
17. When backing a vehicle, have a spotter if possible.
18. Make sure mirrors are adjusted properly before leaving property or using vehicle.
19. Extra care should be used when driving the trailer because of the increased weight. Allow for stopping and starting distances. In case of the horse trailer, care should be taken not to stress the horses by traveling at a high rate of speed over an uneven terrain.
20. Loads should be secured in two to three points so as to not come loose or move while on the trailer.
21. Straps should be returned in good working order to the proper tool boxes.
22. Toolboxes should be kept in an orderly fashion.
23. Trailers should be returned to their proper spot.
24. Use the trailer and vehicle combination best suited for the task:
 - a. Off-road people moving—Trolley
 - b. On-camp hay rides—Hay wagon
 - c. Town run—appropriate road-licensed trailer
 - d. Clean up—a trailer approved by shop foreman

TRANSPORTING CAMPERS OFF ROAD

When travelling off road, the driver must

1. take drinking water for passengers in case of getting stuck or becoming stranded;
2. take a first aid kit;
3. take a cell phone;
4. take a flashlight;
5. take a proper tow strap with them on trips off the property and be instructed in proper towing techniques;
6. stay on designated paths or trails to various activities;
7. not go off-roading in the vehicle or use it for entertainment (These vehicles are tools in the ministry and are often necessary for the overall well-being of our program. We are to be good stewards of these vehicles. Please do not treat them as you would your own jeep or four-wheel drive vehicle; treat them with care.);
8. not drive into water areas, except to cross a stream (If vehicle is in the water for more than five minutes, please notify the Vehicle Maintenance team leader. Water may enter the mechanical components of the vehicle resulting in damage to the vehicle);
9. be instructed in safe and proper use of a winch for recovery if the vehicle is equipped with a winch.

TRANSPORTING CAMPERS ON ROAD

1. Must stay within the passenger seating limit established by the manufacturer.
2. Everyone must wear a seatbelt if provided and required.
3. Passengers must be seated when the vehicle is in motion.
4. When applicable, the driver must follow convoy travel procedures:
 - a. Determine communication method between vehicles prior to departure.
 - b. Assign lead and tail vehicles.
 - c. Minimum spacing: 100 yards or 6 second interval on the highway, 50 yards or 4 seconds on secondary roads, 25 yards or 2 seconds in congested areas.
 - d. Stop for a 15 minute break every two to three hours. Assess driver fatigue/endurance at each stop.
 - e. Catch up speed should not exceed the speed limit
5. Trip coordinator will leave a list of passengers at the camp office.

TRANSPORTING CAMPERS ON PROPERTY

Work crew transport uses different types of vehicles and follows different guidelines. Training to transport campers includes these guidelines as well as hands-on instruction by the head of maintenance or the person assigned to the vehicle.

PASSENGER SAFETY

1. Abide by the vehicle occupancy limits and additional people mover occupancy limits.
2. Max speed limit around camp facility is 16 MPH; 4-5 MPH max in areas where campers are present.
3. Speed limit off property is 20 MPH, 5 MPH if on rough terrain.
4. The driver must
 - a. have gone through training on operating a vehicle for camper transport as well as training regarding hook up and pulling a people mover;
 - b. make sure the passengers are aware of and obeying safety rules before moving the vehicle;
 - c. remain aware of the passengers' actions and safety as they travel;
 - d. be aware that campers' arms will be outside the vehicle confines, e.g., sticking out waving, and must compensate when passing other vehicles or objects, trees, and buildings;
 - e. have a spotter present if he has more than 14 campers.
5. Passengers must
 - a. remain seated in a seat designed for them to sit in while the vehicle is in motion;
 - b. not ride on the bumper of the vehicle, on the entry step of the vehicle, or on the entry steps of the people movers;
 - c. not hang from or ride upon the roll cage;
 - d. not hang out of the vehicle, the door, or over the side, or off the back;
 - e. keep legs and feet inside the vehicle;
 - f. not sit on the railings of the hay-wagon type people movers.

VEHICLE OPERATION

1. Driver must be properly trained in four-wheel drive engagement and use.
2. Lock front wheel hubs on both front wheels before engaging four-wheel drive; ensure the indicator is pointing to the lock position.
3. Engage "Four-Wheel High" before entering soft sand or the river bottom.
4. Engage "Four-Wheel Low" when pulling a people mover before entering soft sand or river bottom.
5. If the wheels start to spin and forward momentum slows, stop the vehicle and unload the passengers. Remove them a safe distance, and place vehicle in "Four-Wheel Low" and try driving out of the situation. If the wheels still spin and the vehicle does not move or moves forward very slowly, stop the vehicle and call for help. Placing strain on the vehicle when trying to get it out without assistance may result in damaging the vehicle.
6. Do not enter an area with very soft or deep sand.
7. Driver must be aware of trail closings to vehicles.
8. Driver is responsible for checking engine fluid levels, tire pressure and fuel levels on the vehicle as well as being aware of the vehicle condition. (Assigned driver on a weekly basis; off-camp program event driver prior to each excursion)

TRANSPORTING WORK CREWS

Work crews include mission teams, summer staff, Leadership Live!, volunteers, Ministry Crew, resident staff, and staff children.

1. The driver must have had appropriate training and permission to operate the vehicle and to transport people.
2. Work crews are not allowed to transport campers or sponsors without appropriate training and permission.
3. Crews must be seated within the bed of the vehicle when no seats are provided; if standing when no seats are provided, passengers must be holding on to the headache rack behind the cab on the work truck, if so equipped.
4. Crew members are allowed to have their legs hanging from the back of the vehicle, sitting on the bed of the vehicle, or at the rear of the vehicle only if there is no trailer or towed vehicle behind the vehicle. Crew members are not to have legs or feet hanging off the vehicle in front of the rear wheels.
5. Do not drag feet on the ground.
6. When driving with people in the back of a vehicle with no seats provided, the speed limit is 10 mph.
7. Driver must be aware of any terrain he might go over that would catch the feet of any rider from the back of the vehicle.
8. The driver must have sufficient operating room to operate the vehicle safely when riders are in the cab; maximum capacity in cab is four.
9. When riding on trailers, passengers
 - a. may not stand;

- b. must sit down (bottom on bed of trailer);
- c. may only hang their feet off the back of the trailer if their feet will not drag on the ground;
- d. may not hang their feet off the front of the trailer or off the side of the trailer in front of the wheels.

VEHICLE SAFETY & USE

Since we own or operate a van, automobile, and other types of licensed vehicle we are exposed to automobile liability hazards. We can also be liable for accidents involving vehicles not directly owned by us, such as vehicles owned by staff members or employees while used for directly related business or activities.

1. In order to use a camp-owned vehicle, permission must be obtained by the vehicle team leader's designee.
2. When driving on camp property, remember the 16mph speed limit.
3. Obey all traffic laws.
4. When returning a vehicle, it should be returned with a minimum of half a tank of fuel. Camp trucks should be returned with ¼ of a tank or more.
5. Permission to not return a vehicle to designated spot is needed for overnight.
6. If you notice any maintenance on vehicle, please let the vehicle team leader know.
7. Vehicle should be left clean.
8. Fill out log book or JotForm (available via the Telegraph) when finished.

Transportation safety includes proper maintenance of all vehicles, including those vehicles which are not licensed for use on the road and are used only on the premises. Regular vehicle inspections should be conducted. Pre-trip inspections of both owned and non-owned vehicles which are used to transport campers should be required. Proper driver selection is also essential. Only qualified, properly licensed adults should operate owned vehicles. Motor vehicle records should be checked before selecting new drivers, and all drivers should be periodically checked thereafter.

CAMP-OWNED VEHICLES

1. Key are located in the Registration Office.
2. Use of vehicles must be according to written policies.
3. Drivers must have a current driver's license.
4. Drivers must be at least 21 years of age.
5. Check motor vehicle records of all drivers for moving violations within the past three years. Drivers with any moving violation tickets should be screened carefully.
6. Systematically inspect all vehicles. Comply with recommendations promptly.
7. Keep written repair and maintenance records for each vehicle.
8. Follow or exceed manufacturer's recommended maintenance schedules.
9. If transporting campers, have drivers perform a pre-trip and post-trip inspection, documenting vehicle condition, any mechanical problems and odometer before and after trips.
10. Vehicles should be properly equipped with a spare tire, jack, and lug wrench.
11. Trucks and vans should be equipped with an emergency kit consisting of flares and/or reflectors, a fire extinguisher with a minimum classification of 2-A:20-B:C, and a first-aid kit which should include latex gloves. The fire extinguisher should be properly mounted.
12. Make sure all motor vehicle codes and other applicable laws and regulations are complied with.
13. All passengers should be provided with a seat belt when riding in vans and automobiles. The use of seat belts should be strictly enforced.
14. All drivers and team leaders must be involved in a training procedure outlining driver selection and expectations.
15. Damaged windows should be replaced immediately.
16. Replace all vehicle tires with less the 3/32 of an inch of tread.
17. Vehicle exhaust systems should not terminate directly under the vehicle. They should extend out to the rear bumper of the vehicle.
18. Drivers should be instructed that under no circumstances should the keys be kept in any vehicle when left unattended off property.
19. The gross vehicle weight of a given vehicle should be observed as exceeding the GVW can interfere with that vehicle's handling and equipment capabilities.
20. Any towing of trailers, including hay wagons, must involve use of safety chains or cables.
21. Drivers under 21 years of age may only drive camp-owned vehicles on property with appropriate training for each vehicle to be driven. No motor vehicle record search will be performed.
22. Camp Trucks

- a. In cooler weather, wait on the “wait to start” light to go out before starting.
 - b. Avoid spinning the tires. This helps one not get stuck in the sand, and keeps from damaging tires in gravel.
 - c. See Trailer Hookup and Pulling if using these vehicles to pull a trailer of any kind.
23. Camp Van
- a. If you need to use the vehicle without the seat, the seat can be placed in the hot water heater room of the Homestead.
 - b. Both seats should be placed back in the van upon returning it.

PRIVATELY-OWNED VEHICLES

1. Non-owned auto liability is excess liability to cover our facility when a staff member, employee, or volunteer uses his personal vehicle for camp business, such as errands or providing transportation for a camp activity. Since we do not own the vehicle, the owner’s liability insurance and physical damage coverage is always the primary coverage. Our non-owned auto liability is secondary and does not cover physical damage to the vehicle.
2. Those who use their vehicle for camp business must
 - a. be at least 21 years of age;
 - b. maintain proof of insurance;
 - c. maintain proof of registration;
 - d. maintain their driver’s license;
 - e. consent to a motor vehicle record search (will be done using Lexis Nexis).
3. The following staff members are approved for private vehicle use: Mark & Donna Asay, Carol Bond, Walt & Betty Brock, Sam & Cindy Brock, David & Yvonne Brock, Larry & Shelley Conway, Karen Daniels, Beth Hunter, Torrey & Jalene Jaspers, Ben & Jennifer Magee, Wayne & Jalaigna Mix, Scott Olson, Andrew & Tammy Pust, Carole Sahlstrom, Steve & Shannon Steuerwald, Stephen & Alison Watson, and Vera Waycaster.
4. If someone’s vehicle does not appear to be reliable, it should not be used for camp business.

HIRED VEHICLES

We have Hired Auto Liability to protect our facility’s interest in the use of a rented or borrowed vehicle. This type of coverage is excess and the owner’s liability insurance is primary. This coverage does not cover physical damage to the vehicle.

WAGON—HORSE-DRAWN DOUBLETREE-TWO HORSES

Permission to use before each time and training before use is required. Each person during training will need to go through a checklist and be checked off by the horsemanship team leader before the person is considered qualified to drive.

INSTRUCTIONS

1. Inspect the wagon before use, checking the wheels (hub is tight on the wheel, not loose, and spindles are tight); do a walk around and check to make sure everything is in good working order. Also, inspect the harness. Lights need to be used during the evening hours.
2. Back the horses into the wagon so that the tongue is in between the horses.
3. Hook up the front of the tongue to the horses—the hooks on the harness, hook into ring and chain, dropping five on the chain and putting the sixth loop on the ring into the hook of the harness.
4. Hook up the tugs to the evener at the back of the horse. The tugs should be adjusted for the horse to pull safely and stop safely. Check with horsemanship team leader to see if the tugs are adjusted correctly.

SAFETY

1. The wagon can turn sharply; be careful to watch the side of the wagon and the people.
2. Do not overload one side or the other; carry 20 adults or 25 kids at a time.
3. Keep the horses at a walk or a jog; no loping.
4. Never leave the wagon alone with the horses and no driver.
5. Stopping quickly is hard to do; think ahead.
6. Check the brake to make sure it works. When going down hill, don’t let the wagon get too far ahead of the tugs; keep them close to taunt. The brake can help stop the horses, but do not totally rely on the brake.

7. Be alert to pedestrians who might by their actions put themselves or the riders in danger.
8. Do not let people get on or off while the wagon is in transit.

WAGONS & TROLLEYS

1. *Trolley* refers to a two-wheeled conveyance; *wagon* refers to a four-wheeled conveyance.
2. To drive, pull, or operate trolleys and wagons, staff must check off on separate training for each of the following:
 - a. Tractor training (particularly for the John Deere)
 - b. Pulling vehicle training (other than John Deere)
 - c. Hooking up trolleys and wagons to pulling vehicles
3. Safety
 - a. Safety chains are provided; they should be used.
 - b. Do not overload the vehicle.
 - c. Hay wagon use is limited to camp property.
 - d. Hay wagon speed is not to exceed 4–8 mph.
 - e. Trolley use is permitted on camp property as well as areas where green stickered vehicles are permitted (e.g., Heritage Expedition, One Buck Crossing).
 - f. Always choose a large area to turn vehicle and trailer around.
 - g. Drivers must have a valid driver's license, be deemed responsible by training, and be at least 18 years of age.
 - h. Start and stop with ease and care to avoid shifting individuals from their seated position.
4. The driver pulling each trolley or wagon is responsible to inform passengers of the following rules:
 - a. All passengers must stay seated while the vehicle is moving.
 - b. Passengers shall not trade seats or move to different seats while vehicle is moving.
 - c. No passengers shall exit or load the vehicle while it is moving.
 - d. As you use the people mover, no persons' body should be off the front (no legs should be hanging off the front of the people mover).
 - e. If you are pulling more than one people mover, no one should be hanging their legs off the back of the mover that is towing the other one.
 - f. Passenger may sit on the second level of a people mover as well as the normal level. No one should be dragging their feet while the vehicle is in motion.

VEHICLES SKILLS VERIFICATION

Trainer: _____ Date: _____ Trainee: _____

PRE-REQUISITES FOR ALL ON-PROPERTY AND ROAD VEHICLES

- The trainee has a valid driver's license for the vehicles being driven.
- The trainee has knowledge of what to do in an emergency.
- The trainee knows occupancy limits.

TRANSPORTING PEOPLE

The trainee has completed training for the following areas:

- | | |
|---|--|
| <input type="checkbox"/> Training Spotters | <input type="checkbox"/> Transporting Work Crews |
| <input type="checkbox"/> Trailer Safety | <input type="checkbox"/> Hayrides |
| <input type="checkbox"/> Transporting Campers | <input type="checkbox"/> Trolley Operation |
| <input type="checkbox"/> Off Road Driving | |

VEHICLE OPERATION

The trainee has completed training for the following vehicles:

ON ROAD

- Small Car
- SUV
- Van
- Truck
- Trailers
- _____

ON CAMP

- Automatic Transmission Vehicles
- Manual Transmission Vehicles
- 4WD
- Jeeps
- John Deere 70
- John Deere 720
- Golf Cart

VEHICLE MAINTENANCE LOG

Technician: _____

Date: _____

Vehicle: _____

Odometer: _____

Repairs or Problems Mentioned by Assigned Driver:

At the annual inspection, note the general cleanliness of the vehicle. Based on vehicle condition, what recommendations does the technician have for the assigned driver?

- Interior

- Exterior

	Quarterly	Annually
Choke operating properly		
Exhaust: check for leaks and loose fittings		
Mirrors in place and functioning		
Interior air filter—replace		
Reset maintenance warning lights/computer		
Throttle responding smoothly		
Brakes		
• Any brake noise		
• Any pulling one direction or another		
• Brake fluid level correct		
• Check brake pad wear		
Differentials (rear on rear wheel drive vehicles, front and rear on 4WD vehicles)		
• Check fluid levels		
• Check fluid condition		
• Check u-joints on drive shafts from the differentials to the transfer case & transmission		
• Lubricate universal joints where a grease fitting is provided		
Engine		
• Oil change		
• Filter change		
• Oil level		
• Excessive oil leaks		
• Coolant level		
• Coolant temperature range check		
• Check for coolant leaks, radiator, hoses, clamps, water pump		
• Windshield washer fluid fill		
• Battery terminals—remove and clean if corrosion present		
• Battery fluid level check, Distilled water		
• Clean battery top		
• Check for loose battery connections on battery and on vehicle		
• Replace air filter		
• Check for hanging wires, loose connections or bare wires		

Exterior		
• Note any new body damage		
• Does the new body damage making it unsafe or inoperable?		
Lights		
• Headlights—high and low beam		
• Taillights		
• Brake lights		
• Signal lights		
Seats		
• Loose seat cushions or backs		
• Excessive tears		
Steering		
• Excessive play		
• Fluid level		
• Check for leaks		
• Check hose condition		
• Lubricate steering joints where a grease fitting is provided		
Suspension		
• Check condition of springs		
• Check condition of shocks, mounting brackets, leaking oil from shock housing		
• Lubricate ball joints and any other parts with grease fittings		
Tires		
• PSI in camp recommended range		
• Tread in good condition		
• Tread in safe depth range		
• Rotate tires		
• Reset tire sensors		
Transfer Case (4WD only)		
• Check for leaks		
• Check fluid level		
• Check condition of fluid		
Transmission (Automatic)		
• Fluid level		
• Shifting smoothly		
• Check for leaks		
Transmission (Manual)		
• Clutch engaging properly		
• Clutch fluid level		
• Shift lever operating smoothly		
• Check the condition of the clutch linkage		
• Check under the vehicle, transmission fluid level		
• Check for leaks around tail shaft		
Windshield		
• Any cracks or excessive cracks		
• Check side and rear windows		

Status Symbols

Road vehicles status symbols will be recorded in red.

- X = a problem that takes the vehicle out of service
- ⊗ = a problem that needs to be fixed in the future but leaves the vehicle in service
- = the inspection was not accomplished
- / = a deficiency that does not impact safety or operation
- NA = not applicable
- Initials = a repair was made

SAFETY
MANUAL

Chapter 5
CAMP

ABOVE NORMAL TEMPERATURE (SSM)

The senior program director, will be notified of any camper who maintains an above normal temperature for more than six hours. For a camper with an above normal temperature for eight hours, the senior program director will call the parents or guardians; she may delegate this call to the first aid provider.

BUILDINGS

EXTERIOR

1. Roof leaks should be repaired as soon as possible to prevent interior damage, structural damage, or electrical damage which could result in fire.
2. Broken windows should be repaired or replaced as soon as possible to prevent personal injury and/or interior damage from the elements.
3. All exit doors should be maintained to operate freely.
4. In buildings occupied by groups, all secondary doors should be marked "Exit."
5. At least two exits, remote from each other, should be accessible from each floor of a building.

INTERIOR

1. Low light bulbs in storage areas create both a personal injury and a fire hazard and should be protected with wire basket guards, similar to the type used on trouble-lights.
2. Air circulation fans, commonly mounted on floor stands, with wide-spaced blade guarding create a personal injury hazard and should be equipped with a fine mesh guard covering the entire blade area.
3. Bunks and/or beds should not be located near heating equipment.
4. Upper bunks should be equipped with guardrails, which must be spaced no more than 3½" apart.
5. Place adequate trash receptacles at various indoor locations.

ELECTRICAL

Faulty installation, care, and handling of appliances and connections, is a major cause of electrical shocks and fire. The following will assist you in avoiding electrical dangers at your camp.

1. The entire electrical system of each building should be checked annually by a licensed electrician.
2. If your electrical system uses fuses, use the proper size fuse for the circuit. If in doubt, contact a licensed electrician.
3. Extension cords should not be used in place of permanent electrical wiring and outlets.
4. Temporary electrical wiring should not be run through hidden spaces, walls, or wall openings such as doors or windows.
5. All fuse or circuit breaker panels should be equipped with a proper, original equipment cover panel. A proper enclosure prevents accidental contact with energized electrical conductors and minimizes the potential of the panel becoming the source of fire ignition.
6. There should be no open spaces in any breaker panel. Open spaces should be covered with plastic spacers which can be purchased at your local electrical supply store. Tape is not considered a proper cover.
7. All electrical outlets and light switches must be equipped with face plates.
8. All electrical connections must be in electrical junction boxes, equipped with cover plates.
9. Power cords for appliances and extension cords should be maintained in good physical condition, having no splices or signs of deterioration.
10. All electrical appliances should be properly grounded. Any time an adapter is used to accommodate a two-hole receptacle, the adapter must be attached to a known ground. The third prong should never be removed from the plug.
11. Extension cords with multiple connections and T-type adapters used to increase the number of receptacles in a wall socket should not be used. If additional receptacles are needed, an Underwriters Laboratories listed "bar type" or "power strip," equipped with a built-in circuit breaker, should be used. These should be secured to a wall or a permanent piece of furniture such as a cabinet or workbench.
12. Electrical outlets near water, such as restrooms, bathhouses, pool or beach areas, etc., should be equipped with ground fault circuit interrupter (GFCI) type outlets to reduce the potential of electrical shock.
13. Maintain a minimum 3-foot clearance between electrical panels and combustible storage materials. This will reduce a potential fire hazard and allow access to the panels in the event of an emergency.

HEATING AND HOT WATER HEATERS

1. Heating equipment such as furnaces or boilers, should be isolated in a fire-resistive room. This can be accomplished by lining the walls, door, door frame, and ceiling with a fire-resistive material such as concrete block, fire code drywall, or cement board.
2. The furnace/boiler room should not be used for storage of combustible materials. In addition to the possibility of improper clearances, a malfunctioning heating unit is a potential source of fire and combustibles would only add fuel, increasing chances of fire spread.
3. All boilers and hot water heaters should be equipped with a pressure and temperature relief valve.
4. Provide a well-identified remote emergency switch for gas or oil burners.
5. Fireplaces and wood stoves should be equipped with a spark arrester or other protection.
6. Portable kerosene fueled space heaters should not be used as a supplemental source of heat. Serious injury and/or property loss very often results from their use.
7. Make sure hot water heaters are set on a protected or non-combustible floor and maintain proper clearances to combustible walls.

HOUSEKEEPING

1. Good housekeeping should be maintained in storage areas. Poor housekeeping habits increase the chance of fire and personal injury.
2. LP gas cylinders, gasoline, and gasoline-operated equipment should not be stored inside buildings, other than those used for storage.
3. All rags and paper towels containing flammable or combustible liquids should be separated from other trash and placed in a noncombustible, self-closing trash container until removed from the premises. Such materials should be removed from the building at the end of the day.
4. If flammable cleaning agents, floor polishes, paint, paint thinner, etc., are used, they should be stored in approved flammable liquid storage cabinets.
5. There should be an 18" minimum clearance between storage shelves and overhead light bulbs.
6. Keep space in attics, basements, and beneath stairs free from unnecessary accumulation of combustibles.

EXITS

The following pertains primarily to larger buildings, such as a lodge, dining hall, or dormitory.

1. Maintain all exit facilities in good working order, unlocked during occupancy, and free of obstruction.
2. Provide two exits, remote from each other, for each level of the building.
3. Be sure that fire escapes are accessible and well maintained.
4. All emergency fire exits should be prominently marked with illuminated exit signs.
5. All emergency exits should open in an outward direction.
6. Stairways, darkened hallways, and exits should be equipped with emergency lighting to assist in exiting the building in the event of a power failure. Emergency lighting should be tested regularly.

DINING HALL

1. Place all cooking equipment on protected or non-combustible floors, with adequate clearance to combustible walls.
2. Practice good housekeeping in the kitchen area, keeping appliances, walls, floors, etc., free of grease accumulation. Grease buildup increases the chance of fire and personal injury.
3. The kitchen stove burners should be maintained so they will ignite when the gas is turned on. If the stove is not equipped with pilot lights or you wish to keep them turned off, then the gas line to the stove should be turned off with a remote valve when the stove is not in use.
4. Install a hood above cooking equipment and an exhaust duct to the exterior of the building. The hood should be equipped with removable filters and explosion proof lights.
5. Where daily cooking is performed, an Underwriters Laboratories listed automatic fire suppression system should be installed in the hood and duct system. A manual pull activator device should be mounted near an exit door.
6. Keep refrigeration motors, cooling coils, and compressors free of combustible materials and in clean condition.
7. Monitor and document refrigeration and freezer temperatures daily.
8. Make sure walk-in coolers and freezers are equipped with safety handles.
9. Maintain thermostat equipment on deep fryers and other cooking equipment in good working order.
10. Keep mechanical dishwashing equipment in good repair.
 - a. Temperature gauges must be working properly
 - b. Maintain hot water temperature requirement
 - c. Monitor and document hot water temperature daily

- d. Dishwashing detergent and chemical containers must be labeled.
11. Manual dishwashing should include the following:
 - a. Adequate quantity of hot water.
 - b. Dishwashing detergent and chemical containers must be labeled.
12. Garbage should be removed from the building after each meal. Garbage containers must be located away from the building.
13. Overhead fluorescent and incandescent lights in food preparation areas should be protected to prevent the possibility of glass particles getting into food should a light explode or be broken. Plastic sleeves are available for unprotected fluorescent tubes.
14. Maintain an unobstructed exit from the kitchen. The exit should be located so those exiting the area will not have to pass close to a potential fire source, such as the stove.
15. There should be a first-aid kit in the kitchen which should be displayed so it is visible and accessible. The first-aid kit should be equipped with latex gloves.
16. The kitchen should be equipped with a Class K fire extinguisher which is specifically designed for use on fires that involve combustible cooking vegetable oil or animal fats in commercial cooking equipment, such as fryers, griddles, range tops, broilers, and woks.
17. Equip all windows with screens and all doors with self-closing screen doors.

DISCIPLINE POLICY

The need for punishment is often the result of low expectations and poor organization on the part of the counselor. Set your expectations high, and you will be amazed at the results. However, do not expect to be a miracle worker. You will have problems! On the whole, punishment is a matter of creative effort on the part of the counselor; each camper and each situation is unique. The following guidelines are to be followed at all times.

POSITIVE INFLUENCE

1. Maintain a proper example before campers at all times!
 - a. Be obedient to camp policy and program.
 - b. Be cooperative with leadership.
2. Demonstrate love and concern for your campers by getting acquainted with their needs and interests and leading them accordingly.
3. Anticipate problems. Motivate campers to positive and enjoyable action. Be a leader of good things.
4. Be with your campers or know where they are as much as possible.
5. Instruct your campers on good personal relationships.
6. Use the Bible as your authority to present the Lordship of Jesus Christ and the need for submission and obedience.
7. Lead campers to pray either as a group or individually, asking for understanding and help to overcome problems.
8. Often the problem child is unsaved and is demonstrating the frustrations of one under conviction. Prayerfully seek to lead him to trust Jesus Christ as Savior.
9. Maintain an active and positive leadership of your group—they should know you are in charge without your telling them.
10. Do not let small things get out of hand—maturity knows when to stop.

CORRECTIVE PUNISHMENT

1. Always maintain a reasonable attitude. Seek help from other personnel if you are beginning to lose control of campers or of your emotions.
2. Make sure that you make an honest effort to get to the facts before making a judgment. If the problem involves conflict between two campers, be sure that you let each one present his side; it usually turns out that both are contributing to the problem.
3. No camper shall be deprived of food, put in isolation, or subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another camper. Never hit or physically manhandle a camper in any way. If you think you might hit a camper, it is time for you to go to the program director. Do it without delay; never hit a camper.
4. Do not yell at or argue with campers, yet be firm.
5. Do not call campers names or use abusive language.
6. Voluntary compliance is inherent in our over-all camp program. Camper in total rebellion who refuse to cooperate after a conference with the program director will be sent home.

7. The only method of persuasion we have is verbal, seeking a voluntary compliance with our program and rules.

DISCIPLINE QUESTIONS THAT TEACH

1. **What did you do?**
Insist on complete honesty. Do not ask “why.” They have plenty of excuses.
2. **Was that right or wrong?**
Teach the right way (values and judgment) if their answers are unbiblical.
3. **What would have been a better choice?**
Discuss alternatives. Help them learn to make right choices.
4. **Next time what will you choose?**
Establish a verbal contract concerning future behavior.
5. **Should you fail, what would be a fair (just) consequence?**
Establish future consequences that fit the offense. Be consistent.

GROUNDS

Keeping your campgrounds safe is an important part of keeping your campers safe. The following information should help:

GENERAL

1. Serious consideration should be given to posting the camp grounds. Posting reduces the degree of care required for uninvited guests or trespassers.
2. Camp rules should be prominently posted throughout the camp or at one high traffic area such as the dining hall.
3. Camp sidewalks, paths, and trails should be inspected periodically for potential trip and fall hazards, such as:
 - a. Raised sidewalk sections.
 - b. Loose steps.
 - c. Wires or cables.
 - d. Rocks or tree roots.
4. Clean up any boards, blocks, or other debris, and get rid of any dangerous protrusions such as nails, splinters, etc.
5. Clean weeds, brush, and leaves away from areas adjacent to buildings.
6. Make sure proper trash receptacles are liberally distributed throughout your campground.
7. Remove any dead trees from your campground.
8. Clotheslines should not be strung between trees or buildings near paths of travel. They should be strung on brackets mounted on side or end walls of a building.
9. Never use rope, twine, or string to mark yard boundaries, as this creates a trip and fall hazard.
10. Make sure parking facilities are located safely away from children’s play areas.
11. Furnish sturdy, graspable handrails and/or guardrails (guardrails should be not less than 42” high) for the following:
 - a. All stairways having four or more risers.
 - b. Pathways along cliffs or steep bank edges.
 - c. Elevated platforms.
 - d. Piers and/or docks.
12. Unused refrigerators present a potentially dangerous entrapment hazard. Unused refrigerator doors should be removed or the unit chained and padlocked closed until the refrigerator is disposed of.

EXTERIOR LIGHTING

Be sure to furnish adequate lighting for the following areas:

1. Night activities.
2. Night waterfront activities.
3. Exterior stairways.

PLAYGROUND

1. Playground equipment should be installed and maintained in accordance with Consumer Product Safety Commission standards.

2. Supervision should be provided at all times when children are using the playground during camp activities.
3. Playground equipment should be fenced. Gates to the playground should be kept locked at all times when the playground is not in use.
4. Playground equipment should be thoroughly inspected annually to determine whether there has been any deterioration or decay. Equipment of wood construction may splinter due to weather conditions and normal use. Areas that show signs of deterioration should be sanded or replaced.
5. The surface area below the playground equipment should be protected with an impact-absorbing material such as pea gravel, granulated pine bark, sand, or chopped tires. A minimum depth of 10 inches of material is recommended. Maintenance is required for loose particulate materials because they tend to crater and compact, especially pea gravel and sand.
6. Partial car tires or some other shock-absorbing material should be imbedded in the ground beneath the seats of seesaws. This will help prevent limbs from being crushed between the seat and the ground, as well as cushioning the impact.
7. Swings should be located away from other equipment and activities. The swing structure should be stable with footings buried below ground level and covered by protective surfacing.
8. There should be no visible corrosion or wear on chains or “S” hooks. All “S” hooks should be closed completely.
9. Wood or metal seats should not be used.
10. Swing hangers should be spaced wider than seats.
11. There should be a 24” minimum clearance between seats and 30” minimum clearance between seat and the support structure.
12. The fall zone for single axis swings should be a minimum distance of 2 times the height of the pivot point, which applies to both in front of and behind the pivot point.
13. The fall zone for multi-axis tire swings should be a minimum distance in all directions of 6 feet plus the length of the supporting chain or rope.
14. The fall zone for spinning or other moving equipment should extend a minimum of 6 feet in all directions from the perimeter of the equipment.
15. Playground staff should be trained to avoid any strange animals.

HAZARDOUS MATERIALS

1. Secure all individual liquid propane tanks to the wall of a building.
2. Liquid propane tanks between 125–500 gallon capacity should be located a minimum of 10’ from a building. Tanks between 501–2,000 gallons should be located a minimum of 25’ from a building.
3. All grade level gasoline storage tanks and pumps must be barricaded or fenced to prevent collision. Also, steps must be taken to provide containment in the event of a major leak or spill. The containment structure must be able to accommodate the volumetric amount of the largest tank inside the containment area.
4. “No Smoking” signs should be posted in areas where gasoline pumps, storage tanks, or storage cans are located.
5. An ABC type fire extinguisher with a minimum rating of 2-A:20-B:C should be located in the area of gasoline pumps, storage tanks, or storage cans.
6. Pesticides and herbicides should be applied only by persons with proper EPA licensure. The use of pesticides and herbicides should be avoided by operations without public water availability.

HEADACHES AND NAUSEA (SSM)

Campers with headaches and nausea will rest, be given fluids, and be monitored by the first aid provider. The first aid provider will notify the senior program director if a camper’s headache or nausea lasts more than six hours or is considered by the first aid provider to be extreme. The senior program director will call the parents or guardians of a camper who has an extreme headache or nausea for eight hours; the senior program director may delegate this call to the first aid provider.

HEALTH SURVEILLANCE (SSM)

The first aid provider is the official health officer of the camp, but everyone on staff must be alert to the general health needs of campers. A camper cannot respond to the spiritual influence of the camp if he does not feel well. Also, parents expect us to attend to physical needs. Remember, alertness to basic problems could be the difference between remaining in camp to enjoy the benefits or becoming ill and being forced to go home. Therefore, everyone, especially counselors who live with the campers, should watch for certain signs.

1. Fatigue, evidenced by irritability, drowsiness, lack of enthusiasm, and slowness—consider extra rest, i.e., napping during swim time.
2. Colds or flu, evidenced by sore throats, watery eyes, runny noses, and frequency to bathroom—some of these symptoms may be preludes to childhood diseases.
3. Constipation, which can cause headaches, listlessness, and loss of appetite—encourage the camper to eat laxative-type foods or send him to the first aid provider. Urge him to take time to go to the bathroom.
4. Headaches may be early signs of illness but can be from fatigue or constipation.
5. Watch for bites, scratches, cuts, bruises, and sprains.
6. Medications—the first aid provider will notify you of your campers who need medication. Help by reminding the camper to see the first aid provider.
7. Special problems—the first aid provider will notify you of your campers with allergies, asthma, epilepsy, etc., and what precautions should be taken.
8. Dehydration—encourage campers to drink plenty of liquids throughout the day.

When a camper needs attention for a minor injury—sliver, lake rash, band aid, etc., the counselor should take him to the first aid station and take care of the need himself, then fill out a first aid report for any first aid given. If a camper has a more serious need, the counselor should bring him to the first aid provider or a program team member. The counselor is usually the camper's most reassuring contact and can help calm any fear and anxiety.

LOST CAMPERS (SSM)

1. A constant head count and attendance check is the duty of every counselor twenty-four hours a day, especially at meals, required meetings, and cabin activity times. Never assume your campers are “somewhere.” You must know where they are at all times.
2. If a camper is missing and your quick inspection of the most likely locations is unproductive, contact a program team member immediately. Someone is always on duty and close by in person, by intercom, or by radio. The program team member will contact the senior program director and will initiate a search with the proper number of staff to insure that the grounds are searched quickly and completely.
3. Because of the open nature of the terrain here, lost campers have never been a problem because our buildings are easily seen for miles. However, if a camper wants to get lost and hides, there are plenty of places and the situation could become dangerous within hours because of dry desert conditions. Therefore, we must act immediately when we cannot account for a camper.
4. The best remedy is good supervision and a sympathetic perception that a camper may be craving attention or has a need beyond the normal. Please contact your supervisor immediately if you detect such a need.

MISSING OF MEALS BY CAMPERS (SSM)

The first aid provider will be notified about any camper who doesn't eat a meal. The first aid provider will report to the senior program director any camper who doesn't eat two meals in a row. A camper who misses consecutive meals will receive counseling and serious consideration will be given to dismissal if he is unable or unwilling to eat a healthy meal and intake adequate water in order to maintain a healthy state in this active, warm environment.

STRANGERS AND VISITORS ON CAMP PROPERTY

See Chapter One.

SAFETY MANUAL

Chapter 6 SPOKE

EQUIPMENT CHECK LIST

FIRST AID KITS

1. First aid kits are to be provided for each department and classroom.
2. Supplies Recommended
 - a. Less than five people
 - 1) Current edition of The Red Cross's First Aid Manual
 - 2) Dressings consisting of
 - a) 12 adhesive dressings individually wrapped
 - b) 4 sterile gauze pads (3 in. sq.)
 - c) 2 rolls of gauze (2 in. wide)
 - d) 2 field dressings, 4 inches square, or 2- 4 in sterile compresses
 - e) 1 pair latex gloves
 - f) 1 triangular bandage
 - g) safety pins
 - b. Five to 20 people
 - 1) Current edition of the Red Cross's First Aid Manual
 - 2) Dressings consisting of
 - a) 30 adhesive dressings individually wrapped
 - b) 15 sterile gauze pads (3 in. sq.)
 - c) 6 rolls of 2 in. gauze bandage
 - d) 6 rolls of 4 in. gauze bandage
 - e) 6 sterile surgical pads suitable for pressure dressing, individually wrapped
 - f) 8 triangular bandages
 - g) 3 rolls of splint padding
 - h) 2 roll up splint
 - i) 1 pair latex gloves
 - j) 1 rescue breather

INITIAL RESPONSE IN AN EMERGENCY SITUATION

The first responses in a declared emergency are going to be one or more of the following tasks:

1. lockdown;
2. room evacuation;
3. building evacuation;
4. campus evacuation.

A **LOCKDOWN** procedure should happen if a threat occurs on campus or in the local neighborhood which requires students to be taken indoors where they will be less likely injured. A lockdown will usually be the result of an attack by an armed person on campus, gun shots fired on campus (or in the neighborhood), or a situation the administration does not want the students to witness.

A **ROOM EVACUATION** or **BUILDING EVACUATION** may be the result of a fire, earthquake, or any other event which requires leaving a building. If an earthquake occurs, the room evacuation will be preceded by the duck, cover, and hold procedure (during the shaking).

A **CAMPUS EVACUATION** will occur if the campus is deemed unsafe and uninhabitable by civil authority or by administration. This evacuation will usually be the result of an earthquake, extensive campus fire, range fire, aircraft disaster, chemical threat, local police action, or terrorist attack.

Some emergency situations may require a secondary response beyond those listed above. Such situations may include an extended stay on campus due to a major earthquake or terrorist attack.

LOCKDOWN

A security lockdown of the academy campus should be initiated when there is a serious and imminent threat to the security of the students or faculty and staff. A lockdown may be initiated by any staff member and should be done

without hesitation if a threat is perceived. A lockdown may be initiated for the following reasons: an angry student (currently or formerly enrolled), an angry parent or guardian on campus, any sight of a weapon, a wildlife threat such as several horses running wild, or an intruder or stranger that appears to be a threat to the campus and those present. Lockdowns may occur at any time while students are on campus: class periods, lunch times, recess breaks, assembly times, and arrival and dismissal times.

1. Areas have been designated as safe zones for our students:
 - a. the elementary hallway;
 - b. the senior high classroom or elementary classrooms;
 - c. the Broken I Ranch office;
 - d. the Way Station Hub.
2. To activate a lockdown if in class,
 - a. activate the lockdown siren, activate the panic button on the security alarm system, and announce lockdown on the intercom: “School is going into lockdown. I repeat, the school is going into lockdown because _____”;
 - b. the academy office will send a radio call or text to security and/or the Way Station office personnel (using office channel): “The school is going into lockdown because _____”;
 - c. move students to designated safety zones;
 - d. close and lock all doors and windows and turn off all lights;
 - e. take attendance;
 - f. remove, if possible appropriate red/yellow/green card in window;
 - 1) Red means “not okay; need assistance”
 - 2) Yellow means “all okay; but not everyone is accounted for”
 - 3) Green means “all okay and all accounted for”
 - g. keep students quiet and still while waiting; move only if students are in danger.
3. To activate a lockdown if out of class,
 - a. activate, if possible, the lockdown siren and panic button and then announce lockdown with a radio call or text to security and/or the Way Station office personnel (using office channel): “The school is going into lockdown because _____”;
 - b. the academy office will sound the lockdown siren and inform teachers in classrooms of the lockdown (using intercom): “School is going into lockdown. I repeat, the school is going into lockdown because _____”;
 - c. move students to designated safety zones;
 - d. close and lock all doors and windows and turn off all lights (if in the classroom);
 - e. supervising teacher needs to take attendance once at the safe zone;
 - f. remove, if possible, appropriate red/yellow/green card in window;
 - 1) Red means “not okay; need assistance”
 - 2) Yellow means “all okay; but not everyone is accounted for”
 - 3) Green means “all okay and all accounted for”
 - g. keep students quiet and still while waiting; move only if students are in danger.
4. When a lockdown is initiated, our faculty and staff have the following responsibilities:
 - a. Security teams will be responsible to
 - 1) sweep bathrooms, kitchen, library, and hallway for students and get students in these areas out of danger;
 - 2) call 911 or designate someone to make the call;
 - 3) determine if the lockdown should extend to the entire camp facility.
 - b. Office personnel and any students in the office area should lock all doors and windows, close all blinds in the academy office building, move to the principal’s office, and get on the floor.
 - c. Radio and phone contact are permissible during a lockdown if doing so does not endanger the safety of students or personnel by compromising a locked building or room.
 - d. Students, faculty, and staff personnel should not leave the lockdown location until an official “all clear” is given by a security team member or the director.
 - e. If a fire alarm sounds, do not evacuate unless you personally see the fire or are instructed to evacuate by a security team member, police officer, or firefighter.
 - f. When the school goes into lockdown, the Way Station and Pygmy Post will automatically go into lockdown, too.
5. Intercom Procedures
 - a. To notify teachers all at once via the intercom system, press the page button (#) and then the number 1. This will notify all personnel at the school, Pygmy Post, Way Station, and security team.
 - b. To notify the entire camp (only when initiated by a security member or director), press the page button (#) and then the number 0. This will notify all staff.

- c. Please note: if a phone is on DND mode, it will NOT hear the intercom.
- d. Please note: this is a one-way intercom system.

PANDEMIC INFORMATION & SAFETY PLANS

INFORMATION

What is the swine flu? The swine flu is a virus with similar genes to influenza viruses thought to be found in pigs in North America. Now, after much research, scientists have concluded that the H1N1 virus (originally called the swine flu) is different from the viruses that circulate among pigs in North America. This virus has many names: swine flu, H1N1 flu, and Influenza A are the most common names.

How dangerous is the swine flu? Case studies show that this flu strain can be moderate or mild to severe just like any other viral strain. High risk people (children under 5, adults over 65, pregnant women, or people with low-immune health issues) are in the most danger of obtaining serious complications from the swine flu. In the majority of cases, people have recovered from the swine flu without requiring medical treatment.

How does the H1N1 virus spread? The virus spreads human to human, through respiratory means, by ingesting a virus through the mouth or nose (usually by droplets spread from a person's cough or sneeze or by touching a contaminated surface and then touching his own eyes, mouth, or nose). It is not spread by drinking tap water, eating pork, or by swimming in local pools or lakes

When does a person become contagious who may have the swine flu? A person may become contagious 24 hours before showing physical symptoms of the flu.

What are the physical symptoms of the swine flu? Much like any influenza, when a person has a fever or chills (100° F or higher) and also has a sore throat or cough. Other symptoms may also be present such as runny or stuffy nose, body aches, headache, fatigue, and diarrhea and/or vomiting.

When should a person return to work or school after having experienced these symptoms? Twenty-four hours after he no longer has a fever (a fever is considered gone when fever-reducing medicine is not needed to maintain a normal temperature). Although in some severe cases and in relation to high risk groups, a person may be contagious with the H1N1 virus for five to seven days after symptoms disappear, but the CDC (Center for Disease Control) is recommending a twenty-four-hour exclusion period unless the pandemic becomes more severe, meaning that the disease becomes more life-threatening in its illness and not necessarily that more people become symptomatic.

When should a student see a doctor or obtain emergency medical attention? The CDC recommends that a parent seek medical treatment for his child if the child shows any of these symptoms: fast breathing or trouble breathing, bluish or gray skin color, not drinking enough fluids, severe or persistent vomiting, not waking up or not interacting, or flu-like symptoms that improve but then return with fever and worse cough.

How long can the H1N1 virus survive on objects (e.g., keyboards, doorknobs, desks, books)? A virus on a surface area can remain infectious for two to eight hours after being deposited.

What kills the H1N1 virus? As with most influenza viruses, the following products are effective in preventing the spread of this virus: chlorine, hydrogen peroxide, detergents, iodine-based antiseptics, and alcohol-based sanitizers. There is no indication that special deep cleaning with bleach prevents or lessens the spread of the virus. More helpful to its prevention is the consistent washing of hands, avoiding touching one's face, and proper hygiene methods for covering coughs and sneezes.

If a child shows flu-like symptoms, should his siblings stay home from school? No, unless the pandemic becomes more severe. By practicing good hygiene at home and away from home, siblings and other family members should be able to interact at school and participate in extra curricular school activities. If the pandemic becomes more severe, a five-day exclusion period is sufficient enough time to monitor the health of the family before returning to school.

If a child misses school because of flu-like symptoms, does a parent need to obtain a note from the doctor?
No

How can I protect my children from getting the swine flu? The CDC recommends the following steps:

1. When coughing or sneezing, cover your mouth and nose with a tissue or sleeve. Avoid using your hands to cover a cough or sneeze.
2. Wash your hands often, especially if you use your hand to cover a cough or sneeze or if you are around others who do.
3. Avoid touching your eyes, nose, or mouth.
4. When you become symptomatic, avoid close contact with others as much as possible.

SAFETY PLANS

What steps is Ironwood Christian Academy making to prevent the spread of H1N1 in the classrooms?

1. We will educate our staff and students on proper hygiene based on the “others’ principle” found in Scripture.
2. We will supply our classrooms with disinfectant sprays and wipes to slow down the spread of infectious germs.
3. We will communicate to parents if the severity level of the disease changes within our community and how that may or may not affect our school calendar.
4. We will take steps to maintain the safety of our staff and students while balancing the need for continued learning in our school.

How does Ironwood Christian Academy determine when to cancel classes? Many factors are considered when making this decision. On one hand, we have a responsibility to protect our school families and staff members by reducing transmission and especially protecting any student who may be in the high risk category. On the other hand, we have a duty to ensure that students get an education, provide a safe place for learning, and not overload our working parents who would be required to stay home if a closure occurred. Balancing those two considerations comes the fact that Ironwood Christian Academy is unique in that a few absent students in a class or couple absent teachers would greatly impact our school day or week. One or two ill families could represent over 10 to 20% of our student body.

Although early on in the spring of 2009 we saw many schools close for a week to avoid the spread of the swine flu, this trend is no longer suggested by the national health organizations. The major reason for not seeing the need to close schools is that a closure did not seem to lessen the spread of the disease. The second reason for eliminating closures at this time is that the severity of the disease is not as dangerous as first thought. Until one or both reasons change, schools won’t close for a brief time. The severity of the disease is a regional classification. The swine flu may be considered severe in a local community in Arizona but be considered mild in San Bernardino County. Schools will respond to their local health reviews and make decisions accordingly.

Ironwood Christian Academy has three levels of dismissal it will follow in determining how to maintain a safe and healthy atmosphere while still educating our student body.

1. Selective Dismissal—if 50% of the students in one class are infected, or if 50% of our teaching staff become infected, we will activate a selective dismissal. A selective dismissal may come in the form of minimum days, an entire class canceled for a short time, or certain subjects or classes postponed.
2. Reactive Dismissal—if 50% of the student body is ill or has a sibling who is ill, or if 75% of our full-time teaching staff becomes infected, we will activate a reactive dismissal. A reactive dismissal is our recognizing that a reprieve from close quarters in a classroom is necessary for the health and safety of our school families and staff.
3. Preemptive Dismissal—this type of dismissal would only occur if our region would be categorized as a region showing severe flu conditions, meaning the severity (health risks) of the disease has reached a new level and more medical attention is required for those who become ill. This type of dismissal usually occurs early in the onset of a flu pandemic to reduce transmission. It is not activated because the spread of the disease becomes greater but rather the severity of the disease becomes greater.

During these dismissals, all extra curricular events would either be canceled or postponed depending on the nature of the event and the kind of dismissal activated.

Is there a difference between school dismissals and school closures? Yes. A dismissal sends either all or a select group of students home for a specific duration of time. A dismissal could last three to seven days. Students would receive work to do at home or as makeup in order for learning to continue. Lessons would be modified, homework would be reduced, and projects deadline dates would be adjusted. A closure sends students and staff home for a specific duration of time, and the campus would be closed. A closure could last three to seven days. If an extended closure occurred, the school would announce a plan for making up missed days, similar to how snow days are handled in some school districts.

Ironwood Christian Academy would communicate to parents first by phone and then by the web concerning plans for dismissal or closures.

Does Ironwood Christian Academy suggest “swine flu parties” to expose children in hopes of building immunities to the disease? The CDC does NOT recommend this type of behavior. There is no research to prove that early exposure reduces or prevents swine flu symptoms or transmissions.

Will Ironwood Christian Academy adjust absence policies if an outbreak occurs in the region? We will maintain a flexible response to any and all future health concerns in our community. A parent’s communication to the school greatly aids us as we work with students. As with any situation, our desire is to approach parents and family issues with an understanding that both parties—parents and school staff—are committed to giving students the best education in areas that matter the most. Together we can develop a plan that meets our mission and the state’s mandates.

PLAYGROUND SAFETY

Each year 200,000 children are treated in hospitals for injuries associated with playground equipment. Our goal is to aid in preventing potential accidents and as a result make playground experiences pleasurable. The following checklist may prove helpful in preventing accidents.

1. Make sure surfaces around playground equipment have at least 12 inches of wood chip, mulch, sand, pea gravel, or mats made of safety tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are in spaces at least 9 feet apart.
4. Check for dangerous hardware, like open “S” hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3½ or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards like exposed concrete footings, tree stumps, and rocks.
8. To prevent children falling, make sure elevated surfaces such as platforms and ramps have guardrails.
9. Check playgrounds regularly to certify that the outside surface of all equipment is in good condition.
10. Check equipment for “age appropriateness.” Most injuries occur when a child falls from the equipment onto the ground.

Carefully supervise children on playgrounds to make sure they are safe. For more information call the Consumer Product Safety Commission’s toll-free hotline at 1-800638-2772; or visit CPSC’s website at www.cpsc.gov.

Goals: Make sure that the athletic director or the maintenance manager anchors the soccer goals into the ground so that the soccer goal will not tip over and crush a child.

ROUTINE BUILDING SECURITY PROCEDURES

SECURING EXTERIOR DOORS

1. During the instructional day, all exterior doors should remain locked except for the main entrances of all buildings. Each building will be assigned a team leader who is responsible for securing all doors once the day begins.
2. Main entrances to all building sites will be locked at _____ p.m. Restrooms and hallways that can be secured will be locked at _____ p.m. daily.
3. All staff are required to lock their classroom and/or area whenever they are not in the room and at the end of the day.
4. Custodial staff members are responsible for limiting access to building zones not authorized for use at after school and evening activities and during those before school and after school times. Furthermore, custodial staff members at all sites are responsible to assure that all exterior doors remain locked and operational.
5. All advisors, coaches, and school/church groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the used areas of the building only, and assuring that the buildings are clear and locked prior to leaving the building.
6. No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, church activities, meetings, etc.

PARENTS, VENDORS, AND OTHER VISITORS TO BUILDING SITES

1. All visitors (parents, family members, student guests, etc.) are required to report directly to the building site administrative office to sign in and receive a pass to be eligible to remain in the building. Each visitor must return to the office, check out, and return the building pass issued at the time of entry into the building.
2. All employees are to challenge any visitor on campus that does not have a building pass and/or does not appear to be on campus for official school business. Staff may contact an administrator or the maintenance office if assistance is needed. Visitors on campus who are not conducting official school business should be escorted off campus.
3. Substitute teachers, student teachers, and guest speakers must check in to the administrative offices to sign in and to be identified to staff. Parents must also sign in at the administrative office prior to visiting with a teacher or visiting a classroom. Visitor passes will be issued by the office to the parents while visiting.
4. Each building will install the necessary signs to assure visitors ready access to locations within each of the buildings.

BUILDING ELECTRONIC SECURITY SYSTEMS

It is highly recommended that the school install electronic surveillance cameras, magnetic door locks, etc. to control access through the office at every entrance. Security systems can be designed to protect the sites from unauthorized entrance, theft, vandalism and also to record individuals and behaviors during the instructional day in certain areas of the school buildings via television monitoring.

SHOULD I LEAVE AN INJURED STUDENT BEHIND?

A teacher may eventually be faced with the question, “Do I leave a seriously injured or trapped student behind in the classroom in order to safely evacuate the remaining students?” Few questions can be more heart wrenching.

In such cases, a teacher must function much like an emergency medical team and perform triage. The teacher must make quick, on-the-spot judgments discerning the priority of injuries and what must be done first.

The general rule of thumb is to prevent further injury or further entrapment. For example, after an earthquake a portion of the classroom may have fallen and trapped a student under heavy debris. Under most circumstances, evacuate the mobile students to the room evacuation site and report the entrapment to the fire, search, and rescue team. This action would be superior to having your existing mobile students attempt a rescue. An aftershock or further cave-in may entrap more students. The decision to save one life may cost the lives of other students who could have been saved. Usually, do not move an injured person; simply leave that job to the paramedics.

On the other hand, if you believe that leaving the student behind could cause death, it would be best to extract and to move him. An unconscious student who has a severe gash may bleed to death if left unattended. Therefore, it would be better to apply pressure and have some students carry the injured student to medical attention. You may fear that moving a student might cause spinal injury, but if the room is on fire the student must be moved.

Leaving a student in a room requires quick reporting so that the student can receive assistance as soon as possible. Hang the red card that is in your emergency materials pack on the exterior of the classroom door. If a student is in immediate danger, and if it is unsafe or impossible for you to extract or to move a student, report the student immediately to the administration office. For example, if the trapped student is bleeding severely, the student cannot wait for a written report to be submitted.

SAFETY
MANUAL

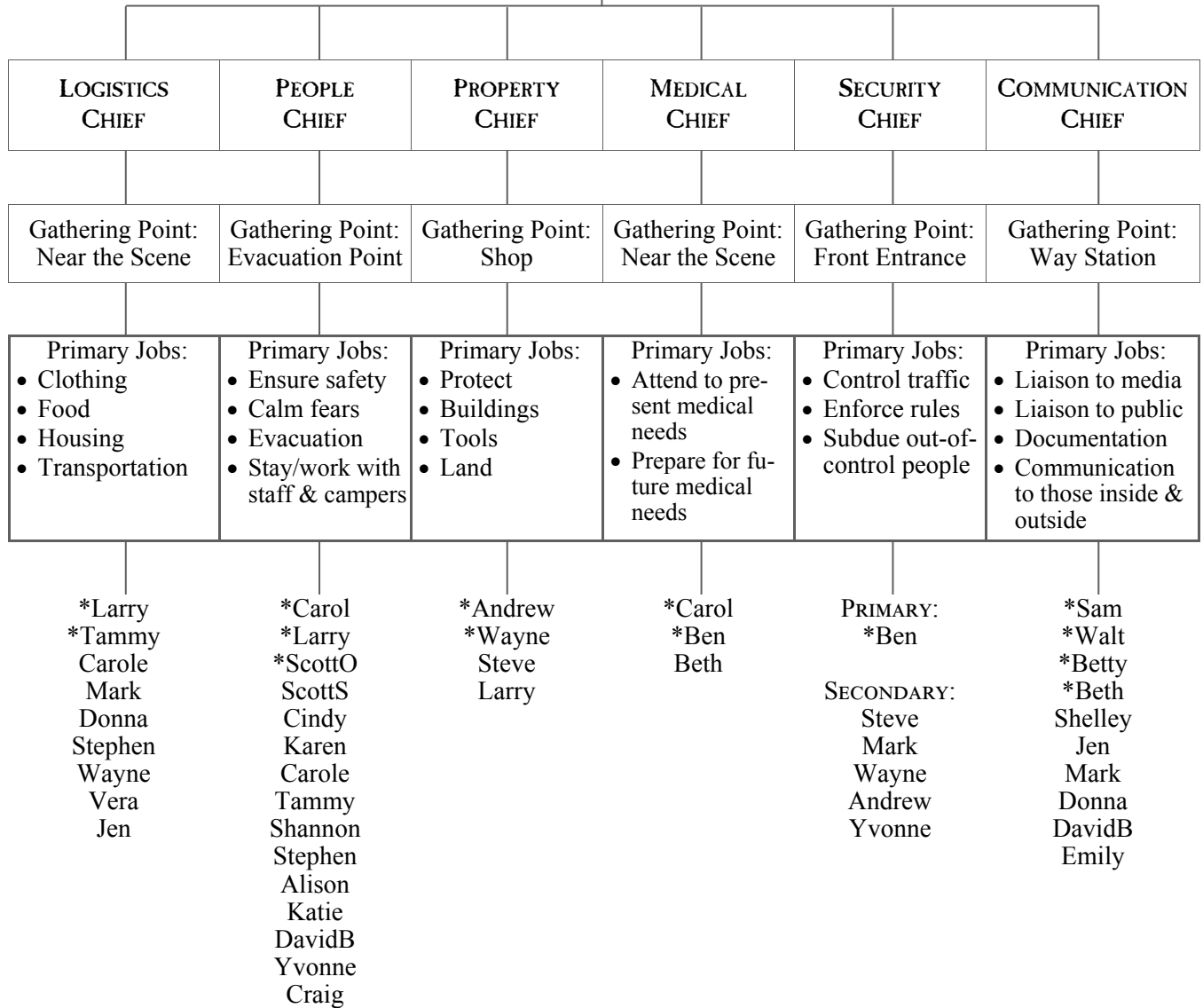
Chapter 7
INCIDENT RESPONSE

Those not assigned to a team should check with their team leader then the incident commander.

INCIDENT COMMANDER

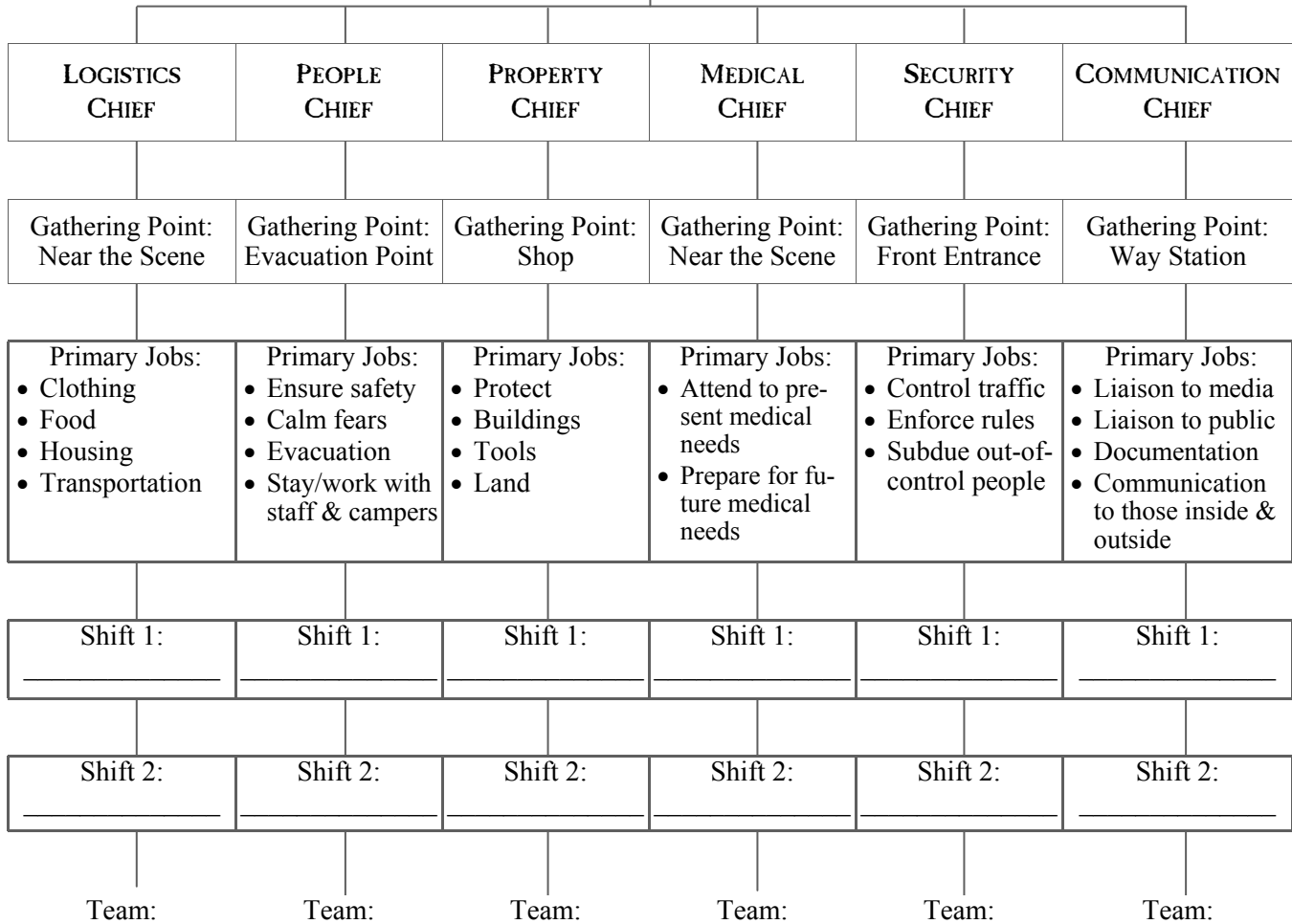
PRIMARY JOB
Priority of People Resources
Assessment of Problems
Coordinate Chiefs

Gathering Point: Emergency Response Message Group
Announce HQ location



**Possible chief*

INCIDENT COMMANDER



INCIDENT PLANNING

Emergency Supplies—enough for 400 people for two days

1. 200 gallons of water
2. 10 lanterns
3. 40 tanks of gas for lanterns
4. 20 flashlights and batteries
5. Air siren
6. Bull horn with batteries
7. Incident flowcharts
8. Phone numbers
9. Computer
10. Backup of server
11. Blankets

ACCIDENT, INCIDENT, NEAR MISS INVESTIGATION

1. All accidents, incidents, and near misses should be investigated as soon after the occurrence as possible in order to determine the causes and to initiate corrective action. Staff members should verbally communicate any incident IMMEDIATELY after it takes place, as soon as safety allows.
 - a. A near miss is an unplanned event that did not cause injury, harm, or damage but had the potential to do so. Near miss reports are used as a preventative measure to identify and report unsafe conditions and acts that could result in injury, harm, or damage if corrective action is not taken. Examples include a building or facilities hazard (e.g., fall/slip hazard); a falling object; communication breakdown; unsafe equipment; plant, animal, or weather hazard; inadequate instruction or supervision; poor decision-making or judgment; and technology malfunctions.
 - b. Examples of accidents/incidents that must be reported include, but are not limited to a major fall/accident which requires medical attention, camper fight that involves substantial physical or emotional stress, camper restraint, missing property or money, allegations or admonitions of child abuse, lost camper, seizure in the lake or boat, near drowning, breaking of rules or failure to follow policy by staff, or inappropriate behavior by staff.
2. To guide in the investigation, the following questions should be answered in this order:
 - a. WHO was involved in the accident?
 - b. WHAT were the sequence of events and conditions leading to the accident?
 - c. WHERE did the accident occur?
 - d. WHEN did the accident occur?
 - e. HOW did the accident occur?
 - f. WHY did the accident occur and what steps should be taken to prevent a recurrence?
3. In the investigation procedure, the following principles should be observed:
 - a. Use common sense—stick to the facts, weigh their value, reach justified conclusions.
 - b. Investigate each clue—an apparently reasonable conclusion often will be changed by exploring factors which may not appear to be important.
 - c. Check for unsafe conditions and unsafe acts—both are present in the great majority of accidents.
 - d. Make recommendations—no investigation is complete unless corrective action is suggested.
 - e. Investigate all accidents—chance is often the sole difference between a trivial accident and a serious one. Results cannot be predicted.
 - f. Prepare a report—written reports are helpful for study and analysis to determine specific areas in which accidents are occurring and for follow-up action on recommendations.
 - 1) Forms are located on the Telegraph, at the back of this manual, and in first aid locations.
 - 2) Each staff member who responded to or was involved in the accident is responsible for immediately communicating the incident to their immediate supervisor as soon as safety allows. Immediate verbal communication will allow us to follow up on the incident in a timely manner.
 - 3) In addition, each staff member who responded to or was involved in the accident/incident is responsible for filling out and turning in a written form within 24-hours of the incident.
 - 4) Turn form into immediate supervisor, who will turn it into the senior program director or director.
 - 5) The senior program director / director will review the form.
 - 6) Once a report is completed the director will ensure that one copy is placed in camper/staff file with medical report if necessary and one copy is kept on record with all incidents of the year if necessary.
 - 7) If the medical team or a staff member has provided medical care, the staff member who performed the care will fill out a report detailing care.
4. Report results and corrective measures will be discussed and decided at the weekly 21 Out Meeting (team leaders). If needed, immediate action may be taken by directors.

COLOR CODE OF MENTAL AWARENESS

1. Condition WHITE—you are totally unprepared, not aware of your surroundings. If caught in condition WHITE, you will likely be overwhelmed before being able to respond effectively to a threat. The only time that you should be in Condition WHITE is when you are asleep.
2. Condition YELLOW—you're in a state of relaxed alertness. Aware of surroundings, but not concentrating on any specific threat.
It should be noted that Condition YELLOW is not paranoia. A person can live their entire life in Condition YELLOW with no ill effects.
3. Condition ORANGE—you're attention is concentrated on a potential threat, based upon instincts and observation. Think tactics.
4. Condition RED—you're aware of a specific threat, prepared to respond or take evasive action immediately. Here you have a tendency to revert to conditioned response (read: TRAINING).
5. Some modern tacticians have added Condition BLACK—here you are in a state of panic and unable to act in a rational manner. Typically entered into by people not trained, or trained in an environment so unlike actual conditions, that panic takes over.

Rarely does danger announce itself, else it would not be danger.

EMERGENCY SUPPLIES

- | | |
|--|---|
| Band-aids, box (1) | Steri-pads gauze pads, pkg 2x2 (5) |
| Steri-pads gauze pads, pkg 4x4 (5) | Gauze roller 2" x 5 yd, doz (2) |
| Adhesive tape roll, 1" (1) | Adhesive tape roll, 2" (1) |
| Tongue depressors, box 500 (finger splints) (1) | Magazines for splints for arms (stack) |
| Wood, long pieces from shop for leg splints | Elastic bandages 2" ankle wrap (2) |
| Ampules ammonia inhalant, box (1) | Eye irrigating solution (1) |
| Instant cold packs squeezable (2) | Scissors, small sharp (1) |
| Splinter forceps (1) | Forehead thermometer (1) |
| Safety pins (assorted) | Phisoderm (green soap) (1) |
| Red Cross first aid manual (1) | Sanitary napkins, large box (1) |
| Household bleach, pint (1) | Tylenol, bottle (1) |
| Plastic straws for measuring drops of bleach (several) | Eye patches, sterile (2) |
| Kleenex, 200-size (1) | Warm blanket (1) |
| Flashlight with batteries (1) | Baking soda, box (1) |
| Universal antidote, bottle (1) | Iso rubbing alcohol, pint (1) |
| Neosporin, tube (1) | Kaopectate and spoon (1) |
| Stretcher (1) | Paper, pens, marking pens for keeping records |
| Distilled water, gallon (10) | |

EMERGENCY TRANSPORTATION

1. If an accident or injury occurs on camp property, the decision for moving the camper will be based on the nature of the injury and the risks involved. The decision will be made by the senior program director; if the senior program director is unavailable, the camp director will make the decision. If the injury is a fracture or sprain to an appendage or suspected fracture or sprain to an appendage, the camper will not be moved until the injury has been immobilized (unless there is risk to the camper or rescuer incurred by not moving them before immobilization).
2. If the nature of the injury creates a suspicion of spinal injury, the camper will not be moved unless the risk to the camper or rescuer is increased by not moving them. If the camper must be moved, the procedures for back-boarding an individual will be followed by our staff who are certified and trained in such rescues (American Red Cross Lifeguard Training, etc.). If the camper can be kept safe without moving him, the emergency action plan will be put into action, and 911 personnel will be summoned.
3. If the nature of the injury is life-threatening, the 911 system will be activated by a director. An emergency response team can usually reach our location in less than ten minutes.
4. If camp transportation is deemed appropriate for the illness, poisoning, or other injury to a minor, our staff, when possible, will communicate with parents and guardians regarding x-rays and hospital visits. If the senior

program director decides that we will transport the camper ourselves, a staff member of the same sex as the camper, and a second adult whenever possible, will travel with the camper to the appropriate health care professional. The camp will endeavor to always have a vehicle (camp van or car) on the property that would be appropriate for such transportation. If both of these vehicles are off the property at the same time, the camp's pickup truck will be used; the vehicle maintenance team leader will communicate with the senior program director as to alternatives available for emergencies. If transportation is considered in any way a risk to the camper, the emergency action plan will be put into action, and 911 personnel will be summoned.

5. If there is a disaster such as an earthquake or fire which results in the need to move large numbers of campers to safety, we will communicate with the visiting churches for permission to use their buses and other vehicles. Transportation will take the campers only as far as deemed necessary to provide a safe setting for the campers to await transportation to their homes. The senior program director will take charge of the evacuation and account for all campers. (See guidelines for FIRE as to procedures for a pre-arranged gathering spot on the property and the procedure for the accounting of all campers.) The second line of emergency transportation would be hay wagons, flatbed trailers, and other trailers on the property. This method of transportation will be used only if the risk of staying where we are or evacuating at a slower pace is deemed unacceptable. The emergency action plan will be put into action—911 personnel have expressed an interest in assisting us with transportation if this ever becomes necessary. In all but the most severe emergencies, walking as a group to the north of camp, toward Interstate 15 and away from vegetation and camp structures, would be considered a viable option for the majority of campers. In the case of terrorist attack or other man-made emergency away from our location, our plan is to remain on the property unless advised to do otherwise by emergency personnel. Strategies for communication with parents and guardians of campers include directors' carrying cell phones and phone numbers of the church leaders.

EVACUATION CHECKLIST

When evacuation is announced several things should be communicated—

- Temporary (just for a few hours) or extended (overnight or longer)
- On property or off property
- Mandatory or voluntary
- Who has authorized the evacuation
- Incident Level (1-5)

LOGISTICS CHIEF: _____

- Determine how many people may need to be fed, housed, etc.
- Establish evacuation staging point (a place that is safe and that vehicles can reach).
- Establish evacuation destination.
- Send an advance team to the evacuation destination to prepare for people.
 - Set up a registration point to determine who is at that destination.
 - Make sure place is cool/warm.
 - Be prepared for media coverage of the destination.
 - Nobody should leave without checking out.
 - Begin to think about the next meal.
- Establish location of folks not being evacuated.
 - Vacation
 - Workers
 - Evacuated to another location
- Gather vehicles and drivers for evacuation use.
- Leave a team to support the workers.
- Keep a team with the campers/people evacuated.
- Establish communication with IC and various logistics teams.
- Possible teams during evacuation—
 - Housing
 - Food
 - Security
 - Drivers
- Begin work on extended housing if necessary.
- Set up a food/refreshment or meals-on-wheels for incident team

PEOPLE CHIEF: _____

- Get a master list of all people on property.
- Identify the location of those here and those who are normally here but away at present.
- Establish an evacuation point (coordinate with logistics)—contact local churches (NCC and BBT).
- Do a building sweep with special attention given to each bed and restroom.
- Assign individuals to help those who need more help (elderly, young, or handicapped).
- Observe people for signs of medical needs or calming needs.
- Organize prayer groups among those evacuating.
- Keep the people together and don't allow campers to become part of the incident team.

PROPERTY CHIEF: _____

- Turn off the gas.
- Turn off the power.
- Coordinate other emergency response agencies as they use our facility.
- Assign staff members to equipment that may be used during the incident.

MEDICAL CHIEF: _____

- Set up a medical triage that is close to the incident but far enough away to not become part of the incident.
- Set up a medical point of contact at the evacuation point and/or destination.
- Set the priority for medical treatment based on saving the most lives possible.
- Log medical treatment as best as possible.
- Warn area hospitals of incoming needs.
- Coordinate with other emergency agencies as they arrive.
- Help emergency agencies as long as possible.

SECURITY CHIEF: _____

- Set up a roadblock at entries to evacuation areas.
- Keep the peace at the evacuation points and destinations.
- Escort people to where they belong. Deport people from where they don't belong.

COMMUNICATION CHIEF: _____

- Determine Incident Commander.
- Determine Incident Command post.
- Make sure all chiefs have contact abilities (radio or phone).
- Set up liaison individuals.
 - Media
 - Responding emergency agencies—*clarify whether at ICA or camp when calling*
 - Staff
 - Camper
 - Phone receptionist
- Leave a message on the answering machine with another point of contact.
- Post information on the website with other points of contact.
 - Two phone numbers
 - E-mail address
- Pack up the server.
- Pack up a Safety Manual.
- Arrange for volunteer help.
- Set up a prayer chain outside the ministry.
- Prepare a press release.
- Organize a time for a press conference.
- Prepare a list of questions that reporters would likely ask.
- Determine who the Ironwood spokesperson will be. Prepare him with answers to likely questions.
- Prepare thank you notes to the many who help.

FIRST AID PROVIDER (SSM)

During summer camp, our designated first aid provider will be the first responder to all non-life-threatening accidents and illnesses.

1. Minimum qualification for the first aid provider is certification in American Red Cross First Aid and CPR for the Professional Rescuer.
2. The first aid provider will have access to a vehicle for transporting to the first aid station any camper who suffers a minor injury or who becomes ill during game time or lake time.
3. The first aid provider will carry a radio. In the event that she is not at the first aid station, a second radio provided in the first aid station should be used to call her.
4. The first aid provider and all others responding to an incident should follow these procedures:
 - a. Determine the extent of injury and administer first aid if necessary.
 - b. After providing first aid, fill out a First Aid Report, including any medicines administered.
 - c. If the injury requires more than first aid, please follow **MAJOR ACCIDENT** procedures.
5. The first aid provider will keep a log of all injuries and illnesses in a spiral-bound logbook with sequentially numbered pages.
 - a. In addition to the logbook, records will be kept for one year for all campers who come to camp with medicines. This record sheet will include the schedule for dispensing these prescribed medications and the check sheet that indicates if the medications were dispensed as prescribed.
 - b. The senior program director will check the logbook periodically in order to verify that it is being kept up to date and up to specifications.
6. The first aid provider or any other staff member delegated to take a camper to the hospital should follow these procedures:
 - a. Take the camper's medical form (from the first aid station) and an insurance claim form (from the camp office).
 - b. Ask the hospital for a copy of the claim form before leaving the hospital.
 - c. If the senior program director asks you to do so—
 - 1) Complete a hospital visit report form. If there are any special circumstances involved, please make additional comments on the form.
 - 2) Make a copy of the camper's medical form and file the copy with the other medical forms in the first aid station.
 - 3) Turn in the original medical form, the copy of the claim form from the hospital, and the hospital visit report form to the business office manager.
 - 4) Give a copy of the hospital visit report form to the senior program director.

INCIDENT LEVELS

When referring to an incident, make an effort to classify the level of the incident. Speed of response will be requested in the following way:

1. Rush response—staff should come immediately.
2. Relax response—staff should care for current responsibilities before responding to the incident; outcome of incident will not be affected by speed of response.

LEVEL 1

Staff Involvement: Can be handled within the team involved.

LEVEL 2

Staff Involvement: Requires attention of other staff—no required adjustment to camp or work schedules. Only those people necessary should respond (any time 911 has been called).

LEVEL 3

Incident Command: Need to set up.

Staff Involvement: Significant staff response affecting certain, specific camp areas. All staff may check in to see if needed.

Media Involvement: Possibility

LEVEL 4

Incident Command: Need to set up.

Staff Involvement: Camp wide, slow moving, likely to involve all people on property.

Media Involvement: Likely

LEVEL 5

Incident Command: Need to set up.

Staff Involvement: Requires all staff to respond to the incident. Prepare for extended involvement. Fast-moving incident, so speed is a necessity.

Media Involvement: Likely

LOCKDOWN

1. A lockdown should be initiated if there is serious and immediate threat to staff, students, or campers (e.g., dangerous person, wildlife).
2. A director or security team member will initiate the lockdown by radio, phone, and/or runners.
3. When a lockdown is announced, all available staff will immediately move all the campers or students near them to the closest secure area (preferably a lockable room).
 - a. Way Station—Hub
 - b. School—library, senior high classroom, or elementary classrooms;
 - c. Pygmy Post—move to Way Station with assistance from Mark; if not possible to move, lock doors and stay in hallway by bathroom
 - d. IIM/MB—Waypoint dorms/apartments
 - e. Ikes/BIR—Scott’s office
 - f. Rivertown—alley behind Sheriff’s Office
 - g. Staff Housing—own house
 - h. Barn—Ben’s office
 - i. Shops—laundry room
4. A director, security team member, or designated person will call 911 if necessary.
5. Once you are in a secure area, do not allow anyone to enter unless you can positively identify them.
6. The security team will attempt to contain the threat if possible.
7. The director or security team leader will announce the all clear, “cancel the balance.”

SECURITY TRAINING CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Front gate access control | <input type="checkbox"/> Incident levels |
| <input type="checkbox"/> Alarm/alert response | <input type="checkbox"/> Bomb threat evacuation procedures |
| <input type="checkbox"/> Evacuation procedures | <input type="checkbox"/> Lock-down procedures |
| <input type="checkbox"/> Suspicious person contact procedures | <input type="checkbox"/> Use of force model |
| <input type="checkbox"/> Less than lethal defensive options | <input type="checkbox"/> Use of disposable restraints |
| <input type="checkbox"/> Empty handed | <input type="checkbox"/> Structure search |
| <input type="checkbox"/> Pepper Spray | <input type="checkbox"/> Person search (pat down) |
| <input type="checkbox"/> Taser | <input type="checkbox"/> Traffic/crowd control |
| <input type="checkbox"/> Incident scene isolation | |

USE OF FORCE MODEL

SUBJECT’S ACTIONS

Compliant

Resistant
Passive

Violent attack

Low risk of serious bodily injury

REASONABLE PERSON’S RESPONSE

Voice Commands

Contact Controls
Pressure points

Defensive Tactics

Less than lethal devices

Violent attack
Serious bodily injury likely

Any defensive tactic up to and
including deadly force

ABDUCTION/KIDNAPPING

Abduction of students is a constant concern, especially at the preschool, kindergarten, and elementary level. Many times a student is abducted by a parent who does not have custody. It is essential that all adults presenting themselves at school to pick up a student show picture identification. If not personally known, they should be verified against any emergency data cards to ensure they have proper authority to do so. If you have a custody question that cannot be resolved, call law enforcement.

1. If there is a threat of abduction, alert the security team and initiate lockdown.
2. If an abduction has already occurred (abductor has left property):
 - a. Call 911—relay all available information to police.
 - b. Alert security team.
 - c. Perform roll call to verify who is missing.
 - d. Notify parents.
3. If an abduction is in progress (abductor is still on/near property):
 - a. Alert security team—location/description/weapons (if any)/vehicle (if any).
 - b. Call 911—relay all available information to police. Escort at front entrance for police.
 - c. Initiate lockdown.
 - d. DO NOT allow abductor to leave property!!
 - e. Be prepared to relay all available information to responders.
 - f. Perform roll call to verify who is missing.
 - g. Notify parents.

ACCIDENT WITH SEVERE INJURIES MAJOR CAMPER OR STAFF INJURY

1. Alert the medical and security teams.
2. The security and medical teams will designate someone to call 911 and confirm.
3. Medical team will attend to patients and call for assistance as needed.
 - a. C-spine as needed immediately
 - b. Check ABC's.
 - c. Check for bleeding, mechanism of injury, and triage as needed.
 - d. If patient is altered, or unconscious, c-spine the patient and put on a board. (Do not move patient unless needed for the safety of the patient or rescuer.)
 - e. Do Secondary Survey

Things to be concerned about—

- a. Airway
 - b. Circulation
 - c. Shock
 - d. Bleeding
 - e. Blunt Trauma
4. The security team will isolate and get information as needed for a report.
 5. Escort fire, EMS, and police to scene.
 6. The director will notify parents, staff, family, and campers as needed.
 7. The director or his designee will prepare a statement for the media.
 8. Fill out an incident report.

MAJOR ACCIDENT (SSM)

1. Check breathing, keep airways clear, and watch for rapid or irregular breathing.
2. Keep camper lying down; avoid movement if injury is to neck or back areas.
3. Check for bleeding, apply direct pressure over wound, and elevate if possible.

4. Check for and immobilize broken bones.
5. Send someone for help if possible. Remain calm and keep the camper calm.

ACCUSATION AGAINST STAFF PERSONNEL RELATED TO ILLEGAL ACTIVITIES

RECOMMENDED STEPS TO FOLLOW

1. The director is to document what has been reported.
2. The director is to notify law enforcement and the Department of Social Services when necessary.
3. The director should prepare for the following:
 - a. Statement to media.
 - b. Inquiries from irate, demanding, scared parents or campers.
 - c. Staff meeting to stop the spread of rumors and to provide update on facts as known.
 - d. Parent meeting with director to give reassurance that safety measures are being taken to prevent future incidents and to allow questions/discussions, if necessary.

AMBULANCE NEEDED

1. Call 911.
2. Relay location of incident, nature of injuries, and number of people involved.
3. Provide escort from front entrance to incident scene.
4. Inform a member of the medical and communication teams.

BOMB THREAT OR EXPLOSION

1. Post Bomb Threat Checklist next to phones that normally receive outside calls.
2. The recipient receiving the bomb threat call should engage the caller in a conversation and use the checklist to get as much information as possible:
 - a. Ask what time the bomb is set to go off.
 - b. Ask questions regarding the specific location, building, room, closet, locker, hallway, etc.
 - c. Ask about the appearance of the bomb package.
 - d. Listen for background noise, e.g., juke box, radio, other people, traffic sounds, etc.
 - e. Was the caller calm or hysterical?
 - f. Was the caller's voice young or old?
 - g. Was the caller male or female?
 - h. Did the caller have a distinct accent?
3. Recipient of call should notify only the director.
4. Director or designee will call 911 and notify security team.
5. Initiate evacuation of all buildings and assemble all staff and campers in prearranged location(s).
6. DO NOT touch any suspicious items.
7. Security team should establish a perimeter around assembled people to watch for potential threats.
8. Do not re-enter any areas until cleared by proper authorities.

CAMPER VIOLENCE

1. If there is a risk of serious bodily harm, notify the security team.
2. Use only the **minimum** force necessary to stop the incident.
3. Separate all campers involved.
4. Treat any injuries as necessary.
5. The director will decide if parents, police, or both need to be notified. All situations should be handled according to the law.

WARNING SIGNS

People who behave violently lose respect of their peers. They will usually find themselves isolated or disliked, and yet they still feel angry and frustrated. If you see these immediate warning signs, violence is a serious possibility:

1. Loss of temper on a daily basis
2. Outbursts of anger
3. Frustration with ability to control acquaintances
4. Frequent physical fighting
5. Significant vandalism or property damage
6. Use of drugs or alcohol
7. Increase in risk-taking behavior
8. Detailed plans to commit acts of violence
9. Announcing threats or plans for hurting others or enjoying hurting animals
10. Carrying a weapon

If you notice the following signs over a period of time, the potential for violence exists:

1. A history of violent or aggressive behavior
2. Serious drug or alcohol use
3. Gang membership or strong desire to be in a gang
4. Access to or fascination with weapons, especially guns
5. Threatening others regularly
6. Trouble controlling feelings like anger
7. Withdrawal from friends and usual activities
8. Feeling rejected or alone
9. Having been a victim of bullying
10. Poor school performance
11. History of discipline problems or frequent run-ins with authority
12. Feeling constantly disrespected failing to acknowledge the feelings or rights others

Reference: <http://www.apahelpcenter.org/featuredtopics/feature.php?id=38&ch=3>

CHILD ABUSE SUSPECTED

Note: Child abuse accusations and/or suspicion of child abuse must be reported to law enforcement and to the Department of Social Services.

RECOMMENDED STEPS TO FOLLOW

1. The principal is to document what has been reported at school, and a director or his designee is to document what has been reported at camp.
2. The director is to notify law enforcement or the Department of Social Services.
3. The director or his designee is to stay with the student or camper until law enforcement arrives.
4. The director or his designee will provide a room for law enforcement and the Department of Social Services to interview and examine the student or camper in privacy.
5. If law enforcement and/or the Department of Social Service allows the school or camp to contact the parent/guardian, the director or his designee should call the parent to inform them of the situation.
6. If appropriate (i.e., suspected abuse occurred on camp/school property or by an employee or volunteer of the camp/school), the director or his designee should contact Church Mutual Insurance.
7. The director should prepare for appropriate counseling.
8. The director or his designee—depending on the situation and in cooperation with the law enforcement personnel should prepare for the following:
 - a. Statement to media
 - b. Inquiries from irate, demanding, scared parents
 - c. Staff meeting to stop the spread of rumors and to provide update on facts as known
 - d. Parent meeting with director to give reassurance that safety measures are being taken to prevent future incidents and to allow questions/discussions, if necessary.

CIVIL DISTURBANCE/PROTEST ACTIVITY

A civil disturbance is any set of circumstances that in the judgment of the director would cause a disruption of normal camp operations. In that, the disturbance potentially jeopardizes the safety of the campers and staff.

1. Notify director of any Civil Disturbance/Protest Activity immediately.
2. Director will notify security team if necessary.
3. Do not allow protesters on camp property.
4. If protesters are already on property, request that they leave.
5. If protesters will not leave property, the director will notify police.
6. Prepare for media involvement.

COMMUNICABLE DISEASES

GENERAL

Communicable diseases can be very serious and must be dealt with swiftly and surely by camp authorities. Frequently children present symptoms of communicable diseases that are routine illnesses for children. However, when one of the reportable communicable diseases is found, the Health Department is to be immediately notified. They are the lead agency for dealing with these serious communicable diseases. As such, they are responsible for notifying parents, conducting follow-up medical evaluations, or ordering any medical procedures. The role of administration is one of providing support to the Health Department.

RECOMMENDED STEPS TO FOLLOW FOR COMMUNICABLE DISEASES IDENTIFIED AT CAMP

1. Teacher/Counselor—children observed with symptoms of a communicable disease should be sent to the office (school) or first aid provider (camp).
2. The director or his designee—parents should be contacted and the child sent home. If parents cannot be contacted, child should remain in health room until contact is made or proper personnel can transport the child home.
3. Children observed with skin rash or symptoms of any communicable disease should not be allowed to return until written medical permission is granted for them to return.
4. If child returns with a medical note that lists any of the reportable communicable diseases, camp officials should immediately notify the Health Department. The Health Department will provide direction as to further steps to take.
5. See steps two through five below for additional instructions.

RECOMMENDED STEPS TO FOLLOW FOR COMMUNICABLE DISEASES IDENTIFIED AWAY FROM CAMP

1. In the event the camp is notified by a parent or a physician's office of a child having a communicable disease, the director or his designee should immediately notify the Health Department.
2. The Health Department will determine what steps will be taken and will ask the camp for assistance. This action may take the form of providing student information, passing out letters, and providing space for clinics. In each case, the principal and staff are in a support role to the Health Department.
3. Notify the crisis team.
4. In coordination with the Health Department, prepare a statement for the media and parents. The Health Department will prepare any letters to parents.
5. The director or his designee—brief staff and decide in consultation with the Health Department what is to be said to campers and parents.

REPORTABLE COMMUNICABLE DISEASES

Cases of listed communicable diseases should be reported to the Health Department within the timeframes listed.

Report Within 24 Hours

1. Anthrax
2. Botulism
3. Campylobacter Infection
4. Cholera
5. Polio, Paralytic
6. Rabies, Human
7. Rubella (German Measles)
8. Salmonellosis

9. Diphtheria
10. E. Coli 157-H7 Infection
11. Food Borne Diseases
12. Hemophilus Influenzae, Invasive Disease
13. Hepatitis A
14. Hepatitis B, Acute
15. Measles (Rubeola—Red Measles)
16. Meningococcal Disease
17. Plaque

18. Shigellosis
19. Tularemia
20. Typhoid, Acute
21. Whooping Cough (Pertussis)
22. Syphilis
23. Gonorrhea
24. Chancroid
25. Granuloma Inguinale
26. Tuberculosis (all forms)

Report Within 7 Days

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. AIDS (Acquired Immuno-Deficiency Syndrome) 2. Amebiasis 3. Blastomycosis 4. Brucellosis 5. Dengue 6. Encephalitis 7. Hepatitis B Carrier 8. HIV Infection 9. Kawasaki Syndrome 10. Legionellosis 11. Leprosy 12. Leptospirosis 13. Lyme Disease 14. Malaria 15. Meningitis, Pneumococcal 16. Mumps | <ol style="list-style-type: none"> 17. Psittacosis 18. Q Fever 19. Rocky Mountain Spotted Fever 20. Rubella Congenital Syndrome 21. Rye's Syndrome 22. Tetanus 23. Toxic Shock Syndrome 24. Trichinosis 25. Typhoid Carrier 26. Typhus, Epidemic (Loose-borne) 27. Yellow Fever 28. Other Sexually Transmitted Diseases <ol style="list-style-type: none"> a. Chlamydia b. Lymphogranuloma Venereum c. Nongonococcal Urethritis |
|--|---|

CRISIS OCCURS AWAY FROM CAMP

1. Follow procedures for *Death Away from Camp*.
2. Prepare communication team for incoming phone calls and possible irregular schedule or camper pickups.
3. Communicate to the program team and teachers of possible changes.

DEATH OF CAMPER, STUDENT, OR STAFF MEMBER NATURAL, ACCIDENT, HOMICIDE, OR SUICIDE

A death is not necessarily a lock-down situation. For example, if the individual died naturally in a secluded place such as his office, a lock-down should not be initiated. On the other hand, if a person were to have a stroke and pass away in a high-traffic area, a lock down would probably be initiated until the EMS personnel remove the individual.

1. Call 911.
2. Alert medical and security teams and the director.
3. Medical team will attend to victim. If blood or other bodily fluids were present, follow Bloodborne Pathogens Exposure Procedures.
4. The security team will isolate the scene and escort EMS to scene.
5. Campers and staff should be assembled in one place, away from scene.
6. Director or designee will inform the campers, staff, and family of the victim.
 - a. If a camper or student is involved, notify the parent/guardian of the deceased that there has been an emergency and direct them to the appropriate hospital. Alert counselors if any siblings are enrolled.
 - b. The director or his designee will give factual information to media and prepare a fact sheet for telephone inquiries.
 - c. Hold a staff meeting as soon as possible to inform them of the details and to answer any questions they may have.

DEATH AWAY FROM CAMP

NATURAL, ACCIDENT, HOMICIDE, OR SUICIDE

A death off campus is not necessarily information that needs to be shared with staff, students, or campers.

RECOMMENDED STEPS TO FOLLOW

1. The director or his designee will verify information.
2. Inform directors.
3. If a student or camper is involved, notify the parent/guardian of the deceased that there has been an emergency and direct them to the appropriate hospital.
4. Alert program director or principal if any siblings are enrolled.
5. Inform staff, campers, and student body when or if appropriate. Do not use the radio or an assembly to announce a death.
6. The director or his designee will visit with the campers, student, and/or parent if appropriate.
7. Provide counseling, paying particular attention to friends of the deceased and persons with recent losses.
8. Give factual information to media and prepare fact sheet for telephone inquiries.
9. Hold staff meetings as soon as possible to inform them of the details and to answer any questions they may have. Instruct staff on what reactions to anticipate from campers or students.
10. Relay additional information (funeral arrangements, etc.) as it becomes available.
11. The camp may wish to send flowers to the funeral or sympathy notes.

DISGRUNTLED STAFF MEMBER

1. Encourage the staff member to handle the situation biblically by taking the next step to resolve the issue.
2. If the staff member does not respond correctly, inform the staff member's immediate supervisor.
3. The immediate supervisor should then confer with his director and again go to the staff member to encourage him to take the necessary steps to resolve the issue.
4. If the staff member does not respond correctly, the director should be informed.
5. If the staff member is agitated to the point of concern for camp property or camp staff, the security team should be informed. If there is a fear of personal safety, make sure others are present.
6. The disgruntled staff member should talk to the individual involved or those who can help instead of telling other uninvolved people.
7. Two follow-up conversations with the disgruntled staff member should happen—one within 48 hours and one within two weeks—to assess whether or not the situation is resolved. If it is not resolved, a meeting should be scheduled to deal with the situation.

RELATIONSHIP RESTORATION (SSM)

1. Renew love through commitment.
 - a. Verbalized decision and commitment—unilateral (one-sided) if necessary
 - b. Love = unconditional, sacrificial, family love
Matthew 22:37-40 Love the Lord thy God . . . love thy neighbor.
Colossians 3:14 And above all these things put on [love].
1 Peter 4:8 [Love] shall cover the multitude of sins.
Ephesians 5:1-2 Walk in love.
2. Restore honor through communication.
 - a. Honor is restored through humbly and patiently seeking to understand before seeking to be understood.
 - b. Listen wisely (*Proverbs 18:12-15*)—unilateral if necessary.
 - 1) Humble, not haughty
 - 2) Follow, not precede
 - 3) Physical pain less than mental pain
 - 4) Prudent and wise versus folly and shame
Ephesians 4:15 [Speak] the truth in love.
Philippians 2:3-4 Let nothing be done through strife or vainglory, but in lowliness of mind let each esteem other better than themselves. Look not every man on his own things, but every man also on the things of others.
Proverbs 13:18 He that regardeth reproof shall be honored.
Proverbs 25:2 Honor . . . is to search out a matter. (See *Proverbs 29:11*, also.)

Proverbs 20:3 It is an honor for a man to cease from strife.

1 Peter 3:1, 7–8 Be ye all of one mind.

3. Rebuild Trust Through Conduct
 - a. Forgive the evil done to you, even if the individual won't forgive you (*Colossians 3:12–14; Luke 17:22–24; Matthew 18:21–35*).
 - b. Overcome evil with good (unilateral if necessary) (*Romans 12:9–21; Galatians 5:13–26*).
Matthew 3:8 Bring forth fruit meet [suitable] for repentance.

DROWNING

See Chapter Two, *Lake: Lifeguard Responsibilities*.

DRUGS ON CAMPUS

1. Immediately notify facility program director of any drug-related activity. The program director will notify the director.
2. Director will determine the appropriate level of response, including if police are to be called.

EARTHQUAKE PROCEDURES *Updated 4/11*

Earthquake, fire and other emergency procedures have been adopted and are revised periodically. It is each person's responsibility to be familiar with their responsibility. Everyone is on 24-hour call for such emergencies.

EMERGENCY AND EVACUATION PROCEDURES

1. Only person in overall control decides to call for emergency support.
2. Anyone should report to incident command (location to be announced shortly after incident) for damage reports, etc.
3. Telephone numbers of all emergency services should be posted at
 - a. Registration Office
 - b. Program offices
 - c. Academy Office
 - d. Walt Brock home
 - e. Sam Brock home
4. Post in each classroom/cabin a safety checklist. Show primary and secondary route to athletic field
5. Know siren signals:
 - a. Fire—electric siren
 - b. Evacuate buildings—the electric siren sound
 - c. All clear—30 seconds or less [marked as deleted with no replacement signal]
6. Evacuations may be localized to a facility or be camp wide.
 - a. During a camp-wide evacuation,
 - 1) electric sirens at ICA, the Homestead, in Rivertown, and on the windmill will be activated for 60 seconds or more (a radio announcement will be made on all necessary channels regarding any additional details);
 - 2) everyone will meet on the athletic field in cabin groups or work groups;
 - 3) facility directors are responsible for bringing their cabin assignment lists;
 - 4) the spoke ministries director is responsible to account for all sponsors;
 - 5) the senior program director [is that the best option?] is responsible to bring the people on property list.
 - b. During a facility evacuation,
 - 1) electric sirens will be activated for 60 seconds or more (a radio announcement will be made on all necessary channels regarding any additional details);
 - 2) only campers and staff from that facility will meet on the athletic field;
 - 3) the facility director is responsible for bringing the cabin assignment list;
 - 4) the spoke ministries director is responsible to account for all sponsors.
7. Drill shall be held in conjunction with the fire drill twice per year during school, once during summer camp staff training, and reviewed by counselors with each cabin group.
8. All those with first aid training and CPR proceed to location of children as soon as possible.

EARTHQUAKE (SSM) *Updated 4/11*

1. Emergency and evacuation procedures
 - a. Only the overall in charge person decides to call for emergency support.
 - b. The registration office will be the emergency earthquake center and will have emergency water and medical supplies available. The person in charge will report there as soon as possible to receive damage and need reports from all those in charge of areas to determine need to call for help.
 - c. Water and gas should be turned off in the buildings.
 - d. Know siren signals.
 - 1) Fire—continuous bell
 - 2) Evacuate buildings (earthquake)—bell lasting sixty seconds or more
 - 3) All clear—bell lasting thirty seconds or less
 - e. Review evacuation procedure with each cabin group.
 - f. All those with first aid and CPR training should proceed to the location of the campers as soon as possible.
2. Earthquake Response
 - a. If inside a building
 - 1) Stay calm.
 - 2) Move away from windows, walls with things on them, or other potential hazards.
 - 3) Get under a desk, table, bed, other shelter, or against an inside wall. Cover your head. If the shelter moves, move with it and stay under it.
 - 4) Stay in drop position until earthquake is over and/or until further instructions are given. Do not evacuate your residence or place of work with children unless you detect structural damage of significant nature, water or gas leaks, or unless the siren rings continuously for sixty seconds or more.
 - 5) After the initial shock and things settle down, counselors will evacuate buildings to athletic field, being alert to possibility of aftershocks—boys meet on the east end of the athletic field; girls meet on the west end (near the teepee) of the athletic field. When evacuating, let your campers know that they are not to return to the cabin/room unless authorized to do so. Program team members will have camper lists and proceed with an all-camp roll call.
 - 6) Remain at the athletic field until one of the following:
 - a) Re-entry to buildings has been approved.
 - b) Directions are given to take the campers elsewhere.
 - c) Campers have been picked up by parents or other authorized persons.
 - 7) The first aid provider should secure medical forms, first aid equipment, and any special medicine for campers.
 - 8) Avoid drinking any tap water or using restrooms until an all-clear sign or directions are given.
 - 9) Report as soon as possible any damage noticed or suspected gas/water leaks.
 - b. If outside a building
 - 1) Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 - 2) Assume drop position until the earthquake is over.
 - 3) If unsupervised, proceed to the closest supervision or to the athletic field.
 - c. If in the dining room or any meeting room
 - 1) Person in charge will direct an orderly evacuation if he deems necessary.
 - 2) Follow the earthquake procedure chain of command.
 - d. If scattered around camp in activity groups
 - 1) The bell will ring for evacuation.
 - 2) The person in charge of the activity will direct the campers and proceed with them to the athletic field.
 - 3) Seek to unite each camper with his counselor. *Counselors should instruct their campers in advance what to do if no adult is present: Proceed to closest supervision or to the athletic field.*
 - e. If at night
 - 1) Be sure to put shoes on or take them with you.
 - 2) Bring all flashlights. Each counselor must always have access to a working flashlight.
 - 3) Be very careful to keep everyone in your group together.
3. Blackouts
 - a. Head cook in kitchen, dining services team leader in dining room, and program personnel in auditorium shall see that a battery-operated light large enough to light up the dining room and auditorium are easily accessible for any blackouts while those buildings are occupied.

AREA OF RESPONSIBILITY	MAIN PERSON	BACKUP
Overall in Charge	Director	Team Directors
Camper Safety Chief	Senior Program Team Director	Program Team Directors and Assistants
Student Safety Chief	Principal	Teachers
Property damage inspection and immediate action (Map and label valves to shut off)	Property Services Team	People Services Team
<ul style="list-style-type: none"> • Water leaks—water off at tanks first to save good water. • Gas leaks—gas off at each tank, checklist location 		
Structural damage—check with person in charge of each building and inspect as necessary.		
Kitchen/dining room	Homestead Team Leader	Director
Cabins	Program Team	Counselors
Offices	Business Office Team Leader	Office Team
<ul style="list-style-type: none"> • Telephone service works? • Secure records and camp emergency supplies 		
Residences	Head of household	Closest neighbor

- b. The program team will have four propane lanterns set aside for emergency use.
- c. The counselor of each cabin must have a working flashlight.

FALSE ALARM

If the office alarm is unintentionally activated in a non-emergency, follow these steps:

1. Enter your code and press “OFF” to silence the alarm.
2. Enter your code and press “OFF” again to reset the system.
3. Call Ben at home (257.1063) to report the false alarm. If Ben is not available, call Dennis (257.3584), or Sam (257.4831).

FIRE (SSM) *Updated 4/11*

Overall in charge—Mr. Sam, backup—Miss Carol, Mr. Larry

People safety—Miss Carol, backup—Mr. Tom, Mr. Scott

Property safety—Mr. Andrew, backup—Mr. Wayne

1. Activate the fire alarm or send someone else to do so.
2. Communicate via team groups on Voyer or phone calls to specific staff member.
3. Evacuate immediately.
 - a. Close doors to contain fire.
 - b. If caught in smoke, keep low while moving, cover mouth, and take short breaths.
 - c. Don’t waste time investigating or getting dressed.
 - d. Keep calm. Don’t run, push, or scream.
 - e. If door is blocked, open window or break window with suitcase, chair, etc. Cover the edge of window with a mattress, sleeping bag, etc.
4. Assemble in designated areas when fire alarm sounds.
 - a. Boys meet on the east end of the athletic field.
 - b. Girls meet on the west end (near the teepee) of the athletic field.
5. Account for all persons. Unless told to do otherwise, counselors must stay with their campers.
6. Director will call the fire department and give name, location, and nature of the fire.

FIRE EMERGENCY

REPORTING AND RESPONSE

1. All fires should be reported to one of the directors by radio, phone, or personally.
2. If fire is small, staff may use a fire extinguisher to stop the fire. Do not risk personal injury to fight a fire.
3. The director on scene will call for the proper response.
 - a. Alarm—full response team responds

FIRE CHAIN OF COMMAND	1	2	3
Call to fire department at request of director or fire fight foreman	Office	Office Personnel at Home	SR50 Residents
ALL-CAMP ALARM			
Day switch	Office		
Night switch	Asay	Sam	Walt & Betty
WELL PUMPS AND BOOSTERS ON			
Irrigation well	Wayne	Steve	Ben
People, propane, power	Larry	Ben	Steve
Fire hoses, nozzles, tools (trailer)	Andrew	Ben	Wayne
Fire fight foreman/organization	Ben	Larry	Wayne
EVACUATION/NOTIFICATION OF PEOPLE			
Staff residences	Office—call and go to houses	Night—Conway	
Crowd control	Directors		
Pygmy Post	Athletic Field		
ICA	Teachers		
Campers—public places	Program Team		
Campers—cabins	Counselors Program Team		
PROPERTY SAFETY AND EVACUATION			
Office	Office		
Horses and penned animals	Ben	Carol	Karen
MEDIA	Sam	Betty	Walt

- b. Radio only—small response team responds for small localized fire
- c. Evacuations needed ordered by radio or phone:
 - 1) Specific areas (residences have buzzer at SR-40).
OR
 - 2) Whole Camp
4. The director will determine if fire department call is needed. Escort any responders (fire, EMS, police) from the front entrance to the scene.
5. The director will have cell phone.
6. The medical and security teams will be on standby.
7. Limited or small response team: Larry, Ben, Andrew, Wayne, and Steve.
8. Full response team—all available men not needed for communication or for people safety.
9. The director will notify parents, staff, campers, and campers' families as needed.
10. The director will determine if camp should continue.

FIRE PREVENTION—*See Chapter One.*

FLOOD

Except for flash flooding, floods can usually be forecasted sufficiently in advance for emergency action to be initiated before flood waters affect the school or camp. It is not anticipated that flooding will affect any occupied building, but in the event of a devastating flood proceed according to the following plans.

EARLY CLOSING OF SCHOOL OR CAMP

1. The property team will mobilize equipment.
2. The communication team will contact local law enforcement by telephone and request information about flooding or potential flooding on roads and/or the community.

3. The principal will decide whether or not to close school early.
4. The communication team will call parents and request them to pick up their children early from school.
5. If the road to a camper or student's home is impassable and no alternate route to the parents, the director or his designee will contact the parent and coordinate with local law enforcement an alternative plan to transport the student or camper to a designated pick-up spot.
6. Future campers may need to be notified if camp is cancelled.

FLU OR SICKNESS EPIDEMIC

1. If a camper has symptoms of the flu, they will be taken to the first aid station's designated isolation room.
2. The camper will be monitored and the first aid provider will be concerned about fever and hydration. The camper's temperature will be monitored, and the camper's guardian will be informed of the camper's condition if the fever or vomiting persists for six hours or is deemed excessive.
3. Friends, siblings, and cabin mates of the sick camper will be monitored for flu like symptoms but not isolated until symptoms occur. Counselors will be reminded to notice early symptoms and encourage hand washing often. If symptoms occur in additional campers, the affected campers will be taken to the designated isolation rooms.
4. If the flu symptoms occur in three or more campers from the same cabin or other close association, this situation will be reported to the senior program director and strategies will be made for expanding the isolation potential. The ICA secondary classroom will be the first choice for this expanded potential. This room will be set up at the request of the senior program director with mattresses, simple linen sets, bottled water, and buckets. Additional staff will be designated by the senior program director or director to assist with care and supervision of the sick campers. Sponsors will be informed of the illness and parents of the sick campers will be contacted if symptoms occur for six hours or more.
5. Care of the campers with flu symptoms will require 24-hour attention, so additional staffing will be needed and adjustments made to the schedules of those caring for the sick. Careful attention to procedures for caring for the sick campers will be taken by those staff doing so. All staff doing these tasks will wear gloves, after caring for each camper the staff member will wash their hands. All staff who have contact with the affected campers will be monitored for flu symptoms.
6. Care of the campers with flu symptoms will require extra help from the hospitality crew for the washing of contaminated sleeping bags and clothing. Careful attention to the handling of contaminated clothing and linens will be taken.
7. If the flu symptoms expand to more than 10% of the camp population, additional strategies for communication and care will be taken.

FOOD-BORNE ILLNESS OUTBREAK

A food-borne illness outbreak caused by food served in the Homestead should be suspected if two or more people unrelated by cabin location share similar gastrointestinal symptoms of vomiting, diarrhea, fever, or abdominal pain. If any or all of the above symptoms occur, proceed according to the following plan.

RECOMMENDED STEPS TO FOLLOW

1. The Homestead team, teacher, or other staff member suspecting food poisoning should immediately notify the people services director.
2. The people services director should determine the necessity of notifying the director and then possibly the Health Department.
3. The director will determine the necessity of notifying parents.
4. Alert the medical team.

GUNFIRE ON PROPERTY

1. Call 911. Tell operator that Ironwood security team is on scene.
2. Initiate lockdown immediately. DO NOT delay in moving to secure area.
3. Security/Medical teams will assist those that are seriously injured or trapped.
4. An all-clear announcement will be given by director.

HAZARDOUS MATERIALS SPILL

1. Alert the security and medical teams.
2. DO NOT attempt to secure or stop the leak. STAY OUT OF THE HOT ZONE.
3. The security and medical teams will assign someone to call 911 and confirm.
4. The security and medical teams will prepare and secure the scene/camp as needed.
5. The medical team will set up a triage area and attend to victims.
6. Escort fire, EMS, and police to scene.
7. The director will determine if camp should continue.

HEAT-RELATED ILLNESSES (SSM)

1. Signs of heat stroke
 - a. Skin is hot, red, and dry
 - b. Nausea and high temperature
 - c. Pulse rapid and strong
 - d. May be unconscious
2. Signs of heat exhaustion
 - a. Skin is pale, clammy, sweating
 - b. Headache
 - c. Possible fainting
3. What to do for heat-related illnesses
 - a. Cool off immediately with wet towels, buckets of water, etc.
 - b. Lie down in a shaded area, by a fan, etc.
 - c. May give sips of cool water if fully conscious.
 - d. Notify first aid provider.
 - e. If the camper must be taken to the hospital, follow EMERGENCY TRANSPORTATION procedures.

INTRUDER OR CAMPER WITH A WEAPON

1. Call 911. Tell operator that armed Ironwood security team is on scene.
2. Initiate lockdown immediately. DO NOT delay in moving to secure area.
3. Security team will respond at appropriate level.
4. If safe, provide escort at front entrance for police.
5. All-clear announcement will be given by director.

LOST CAMPER

See Chapter Four.

1. Take roll call to verify who is missing.
2. Determine where and when the camper was last seen.
3. All available staff should perform a detailed search of all buildings and surrounding areas. If camper is not on property, the director should notify police and the camper's family.
4. All available staff should begin a coordinated search of area surrounding property.
5. The director or his designee will direct coordination with county SAR.

MASS CASUALTY INCIDENT

1. Alert medical and security teams.
2. The security and medical team will designate someone to call 911 and confirm.
3. The medical team will set up a triage spot close to the incident but not in the way of risk to injury for themselves or the victims.
4. C-spine as needed immediately.
5. Triage will be set up with a medical supervisor and triage assistants.
6. The medical supervisor will assign victims as DOA, Immediate, Delayed, or Walking Wounded and have

- them placed in the appropriate triage spot.
7. The triage team will attend to victims
 - a. Check ABC's.
 - b. Check for bleeding, and other injuries, triage as needed.
 - c. If patient is altered, or unconscious, or complaining of back or neck pain, c-spine the patient and put on a board.
 - d. Do Secondary Survey.

Things to be concerned about—Airway, Circulation, Shock, Bleeding, Blunt Trauma

8. The medical team will call for assistance as needed.
9. The security team will isolate and get information as needed for a report.
10. Escort Fire, EMS, and Police to scene.
11. The director will notify parents, staff, family, and campers as needed.

MILITARY CONFLICT OR NATIONAL INCIDENT (SUCH AS THE EVENTS OF 9/11/01)

1. Determine if there is any potential threat to the camp.
2. The security and medical teams prepare and secure the camp as necessary.
3. Assemble campers and staff to make necessary announcements.
4. The director will determine if camps should continue.
5. The logistics team will coordinate camper transportation, if necessary.

PHONES DOWN

1. If one or more phone lines are down, contact the communication team leader or his designee.
2. Camp cell phones stored in the mail room would be available for urgent phone calls.

POWER OUTAGE

RECOMMENDED STEPS TO FOLLOW

1. Notify the property team.
2. Call the power company to determine the severity of the outage.
3. Edison phone number for emergency repairs/outages: 800.611.1911 (*We have four accounts that affect camp property. The account that affects Rivertown the most is under Walt Brock and the account that affects the Homestead and Broken I the most is under Fundamental Christian Endeavors.*)
4. If power is out for more than one hour, an incident command team should be assembled and go through the following checklist.

EXTENDED POWER OUTAGE CHECKLIST

- Determine impact to program.
- Determine impact to people.
- Assemble a generator team.
- Consider the following:
 - Water
 - Food
 - Walk-in freezer and refrigerators
 - Store freezers
 - Heat
 - Phone
 - Server (computer)
- Figure out Plan B for the following:
 - Services

- Sleeping
- Meals
- Schedule

PROPANE EXPLOSION

1. Alert Fire and Medical Team and Director
2. Call 911
3. Fire team will respond to the fire
 - a. Do not enter confined space without breathing apparatus.
 - b. Check for victims
 - c. Close valve on tank (if able)
 - d. Watch the tank closely for flutter
4. Keep people back
5. Evacuate people up to 3000 feet

Medical team set up for triage as needed.

Escort Fire to scene

Product Name: Propane

1. Chemical Product and Company Identification
 - a. Product/Chemical Name: Propane
 - b. Common Names: Liquefied petroleum gas; LPG; Dimethyl methane
2. Physical and Chemical Characteristics

Appearance and Odor: Colorless, odorless gas.
3. Fire and Explosion Hazard Data
 - a. Flammability Classification: Flammable
 - b. Flash Point (F): -156° F
 - c. Ignition Temperature: 896° F
 - d. Extinguishing Media: Water; Carbon dioxide; Dry chemical.
 - e. Fire Fighting Procedures:
 - 1) If possible, stop the flow of gas with a remote valve. Use water spray to cool containers exposed to fire. If fire is extinguished and flow of gas is continued, increase ventilation to prevent a build up of flammable or explosive atmosphere. Extinguish all sources of ignition.
 - 2) Be cautious of a Boiling Liquid Evaporating Vapor Explosion (BLEVE) if flame is impinging on surrounding containers. Direct 500-gpm water stream onto containers above the liquid level with remote monitors. Limit the number of personnel in proximity to the fire. Evacuate surrounding areas to at least 3000 feet in all directions. If the fire continues towards the tank, the tank will begin to flutter, if a flutter begins, get out, the tank is now a torepedo ready to explode. It will kill.
 - a. Fire & Explosion Hazard: Propane is heavier than air and may travel a considerable distance to an ignition source. Keep away from open flame and other sources of ignition. Do not allow smoking storage areas or when handling.
4. Health Hazard Data
 - a. Route(s) of Entry: Eye contact Skin Contact Skin Absorption
 - b. Health Hazards
 - 1) Acute Propane is relatively nontoxic. Simple hydrocarbons can irritate the eyes, mucous membranes and respiratory system at high concentrations.
 - 2) Inhalation of high concentrations may cause dizziness, disorientation, decreased coordination, narcosis, nausea or narcotic effects.
 - 3) Propane may displace oxygen if released in a confined space. Maintain oxygen levels above 19.5% to prevent asphyxiation.
 - 4) Product is a simple asphyxiant. Effects of oxygen deficiency may include any, all or none of the following: rapid breathing, diminished mental alertness, impaired muscle coordination, blurred speech, and fatigue. As asphyxiation progresses; nausea, vomiting, and loss of consciousness may occur, eventually leading to convulsions, coma and death.
 - c. Signs and Symptoms of Exposure and Emergency First Aid Procedures:
 - 1) Eye Contact: None anticipated. Simple hydrocarbons can irritate the eyes. If pain is present, seek attention of an ophthalmologist for further treatment.
 - 2) Skin Contact: None anticipated, product is a gas at room temperature. Remove contaminated clothing and flush area with cold water. Seek medical attention if irritation persists.
 - 3) Inhalation: Simple hydrocarbons can irritate the mucous membranes and respiratory system at high

concentrations. Inhalation of high concentrations may cause dizziness, disorientation, decreased coordination, narcosis, nausea, or narcotic effects. Propane may displace oxygen if released in a confined space. Maintain oxygen levels above 19.5% to prevent asphyxiation.

- a) Product is a simple asphyxiant. Effects of oxygen deficiency may include any, all or none of the following: rapid breathing, diminished mental alertness, impaired muscle coordination, blurred speech, and fatigue. As asphyxiation progresses; nausea, vomiting, and loss of consciousness may occur, eventually leading to convulsions, coma and death.
 - b) Conscious victim should be assisted to an uncontaminated area and allowed to inhale fresh air.
 - c) Unconscious victim should be moved to an uncontaminated area and given assisted respiration and supplemental oxygen.
- 4) Ingestion: Ingestion is unlikely. Seek medical attention.
- d. Medical Conditions Aggravated by Exposure: Persons of ill health that may be aggravated by exposure to propane should not be allowed to work with this product.

RUNAWAY CAMPER OR STAFF / MINISTRY CREW MEMBER

1. Take roll call to verify who is missing.
2. Determine where and when the person was last seen.
3. All available staff should perform a detailed search of all buildings and surrounding areas.
4. If the person is not on the property, the director should notify police and person's family.
5. All available staff should begin a coordinated search of area surrounding property.
6. The director or his designee will direct coordination with police.

SERVER DOWN

1. If the server is to be manually shut down/re-started, announce it on the radio (multiple channels) five to 10 minutes before shutdown to allow staff to save their work.
2. If the server is off-line due to loss of electricity or hardware/software failure, staff would be able to work off their hard drives. Any information stored on the server would be available from backup files.
3. The system administrator will bring the server back online as quickly as possible.

SHERIFF NEEDED

1. Call 911.
2. Relay location of incident and nature of the emergency. Alert 911 operator that Ironwood security team is on scene.
3. Provide escort from front entrance to incident scene.

SHOOTING RANGE INCIDENT

1. Announce COLD RANGE immediately.
2. Alert medical and security teams.
3. The director or his designee will call 911. Verify that the call was made.
4. Provide escort for EMS at the front entrance.
5. The medical team will attend to victim.
6. The security team will isolate scene and witnesses and make a list of all campers and staff present at range at time of incident.
7. The director will coordinate with police and notify family if necessary.
8. Fill out incident report.

SNAKEBITE (SSM)

1. Do not panic.
2. Stay with the injured person.
3. Have the camper lie down and remain calm.

4. Send another person to the first aid office for help.
5. Symptoms of snakebite
 - a. Mild to moderate—mild swelling or discoloration, mild to moderate pain at the site of the wound, tingling sensations, rapid pulse, weakness, dimness of vision, nausea, vomiting, and shortness of breath.
 - b. Severe—rapid swelling and numbness, followed by severe pain at the site of the wound. There may also be pinpoint pupils, twitching, slurred speech, shock, convulsions, paralysis, unconsciousness, and lack of breathing or pulse.
6. First-aid care for snakebite
 - a. Keep the camper from moving around.
 - b. Keep the camper as calm and comfortable as possible.
 - c. Immobilize the bitten extremity and keep it at or below heart level, as well as horizontal because gravity causes venom to spread.
 - d. Watch for and treat for shock if necessary.
 - e. Monitor breathing and pulse; give rescue breathing or CPR if you are trained and it is necessary.
 - f. Identify the kind of snake if possible.
 - g. Do not give the camper alcohol, sedatives, aspirin, or any medicine containing aspirin.
7. If the camper must be taken to the hospital, follow EMERGENCY TRANSPORTATION procedures.

SUSPICIOUS ACTIVITY NEAR/ON PROPERTY

1. Notify the security team.
2. If necessary, initiate a lockdown.
3. At least two team members will investigate activity.
4. A security team member or the director will determine if police are needed.
5. The director should be notified if any action is initiated by the security team.
6. If police have been called, provide escort from front entrance to incident scene.
7. An all-clear announcement will be given by the director.
8. Write up an incident report.

TEMPORARY HOUSING NEEDED

If just a few are affected—

1. Work with the hospitality and registration team leaders to find out what other housing options are available.
2. Communicate to the program director about the switch.
3. Help the people affected make their move.
4. If it is resident staff, make meals available if possible.

If all of camp is affected—

1. Call Newberry Community Church or Barstow Baptist Temple to see if using their facility is possible. The fellowship hall at Newberry Community is the first choice.
2. Make sure everyone is accounted for.
3. Let the logistics team start working on transportation to the temporary housing.
4. The people team should split between caring for the group to be evacuated and setting up the new housing location.
5. Medical, security, and communication should send advance teams to set up at the new site. The temporary housing site should have a clearly marked information desk, first aid station, and security office.
6. Communication team should begin notifying all campers parents about what has happened. Refunds will be made available at a later date. Directions should be ready.
7. The communication team should man the phones as long as possible. A message on the answering machine should give new contact numbers.

TEMPORARY HOUSING CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Bedding/mattresses | <input type="checkbox"/> Safe transportation |
| <input type="checkbox"/> Water | <input type="checkbox"/> Restroom facility |
| <input type="checkbox"/> Meals | <input type="checkbox"/> Dishes/cups/silverware |
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> First aid |
| <input type="checkbox"/> Medication | <input type="checkbox"/> Ice |
| <input type="checkbox"/> Clothes | <input type="checkbox"/> Showers |

- Power
- Power strips
- Computers/server
- Town runner(s)
- Refrigeration
- Account for everyone
- Extension cords
- Chargers for communication devices
- Phones/radio/cell phones
- Press conference/spokesperson
- Start the prayer chain
- Set up new schedules to allow team to sleep and continue

THEFT

1. When theft is discovered, **DO NOT** disturb the scene.
2. Alert the director, who will notify the security team and decide if police should be called.
3. The security team will isolate the scene.
4. Contact the Sheriff's Department. Provide escort from front entrance to scene.
5. Without disturbing the scene, try to determine what was taken.
6. Establish a time window for the theft.
7. Get a report number from the responding officer and provide one contact person, usually a member of the communication team, to deal with follow-up.
8. Write up an incident report
9. If theft hinders the ability to do camp, set up a logistics team to minimize the impact and obtain items necessary to continue camp.

THREATENING WILDLIFE

Threatening wildlife may require a lock down for a portion of the property and not require a camp-wide lock down procedure. In such cases, an attempt should be made by the staff member on site to clear that particular area and notify the director.

1. Estimate the extent of injuries or potential physical danger.
2. Isolate campers from the threatening wildlife. Initiate lockdown, if necessary.
3. The security team or other staff member will respond with appropriate equipment.
4. Alert the medical team to respond to any injuries. The first aid provider or any other staff member delegated to take a camper to the hospital should follow these procedures (**SSM**):
 - a. Take the camper's medical form (from the first aid station) and an insurance claim form (from the camp office).
 - b. Ask the hospital for a copy of the claim form before leaving the hospital.
 - c. If the senior program director asks you to do so—
 - 1) Complete a hospital visit report form. If there are any special circumstances involved, please make additional comments on the form.
 - 2) Make a copy of the camper's medical form and file the copy with the other medical forms in the first aid station.
 - 3) Turn in the original medical form, the copy of the claim form from the hospital, and the hospital visit report form to the business office manager
 - 4) Give a copy of the hospital visit report form to the senior program director.
5. The director or his designee will call if outside help is needed (e.g., EMS, police, animal control).
6. The director or his designee should prepare a media statement. The media will not be interested in most wildlife emergencies; however, a killer bee attack in California, would be newsworthy.
7. An all-clear announcement will be given by the director.

AFRICANIZED HONEYBEES (KILLER BEES) AND YELLOW JACKETS

1. Be aware that nests may be in trees, water meters, water valves, animal burrows, trash receptacles, utility boxes, gas meters, vacant buildings, playground equipment, and storage sheds. Yellow jackets are usually found in the ground.
2. Be aware of activity.
 - a. Many bees flying in and out of an area.
 - b. Humming sound inside the walls of a building. Bee swarm flying overhead.
 - c. Bees hovering near a tree or shrub.
3. When attacked—
 - a. Don't stand and swat bees or try to hide in bushes or water.
 - b. Cover your head, eyes, and mouth and run for cover.

- c. Don't jump in water. Killer bees will wait and attack later.
- d. Call 911. The fire department will respond.
- e. Promptly scrape off stingers with a credit card, fingernail, or ruler (anything with a straight edge). Do not squeeze the venom sacs.
- f. Get medical attention immediately and watch for an allergic reaction.

UNWANTED VISITOR

See Chapter One.

An unwanted visitor is an unauthorized visitor on the property who is trespassing or loitering on camp property and will not comply with a reasonable request to vacate premises when asked.

PREVENTATIVE ACTION

1. Staff should notify the office of unauthorized persons on the property.
2. Determine whether the person is a legitimate visitor or a threat to safety. If the individual is a threat, follow the procedures below.
3. Escort legitimate visitors to the office to sign in and obtain a badge.

DEALING WITH TRESPASSERS WHO POSE A THREAT

1. If it is determined that the trespasser is a threat, alert staff about the intruder and notify the security team.
2. If necessary, initiate a lockdown.
3. At least two team members make contact with visitor.
4. Security team member or director will determine if police are needed.
5. Use the **minimum** force necessary to safely remove or detain visitor. (*See Use of Force Model.*)
6. If police have been called, provide escort from front entrance to incident scene.
7. All-clear announcement will be given by director.

VEHICLE ACCIDENT

ON CHEROKEE ROAD

1. Alert medical and security teams.
2. The security and medical teams will designate someone to call 911 and confirm.
3. The medical team will attend to patients and set up triage area.
4. The security team will isolate and get information needed for report.
5. The director will notify parents, staff, family, and campers as needed.

ACCIDENT ON PROPERTY

1. Alert medical and security teams.
2. The security team will decide if 911 needs to be called.
3. The security team will call for the medical team as needed.
4. Security will escort police as needed.
5. The medical team will attend to patients.
6. The security team will isolate and get information as needed for a report.
7. The director will notify parents, staff, family, and campers as needed.

WATER QUALITY EMERGENCY

The following Water Quality Emergency Notification Plan is on file with the San Bernardino Department of Environmental Health. If major changes are made, the county should be updated.

1. What Constitutes a Water Quality Emergency
 - a. Failure in one or more MCL (Maximum Contaminant Level)
 - b. Sample which is positive for coliform or fecal coliform
2. Records to Keep as the Emergency is Handled
 - a. Any illnesses reported that could be waterborne
 - b. Any occurrences that could cause the rise in bacteriological count

- c. Corrective actions
 - d. Sampling sites, sampling times, and sampling results
 - e. Reporting to Environmental Health
 - f. See Attachment I for documentation help.
3. Emergency Action to Be Taken for Presence of Coliform—A water quality emergency is usually initiated by a call to Larry Conway, the on-site Grade I Water Operator, from Clinical Lab or Geo-Monitor concerning a sample result showing positive for coliform. The following actions will then be taken:
 - a. Try to determine the reason for the elevated bacteriological findings.
 - b. Determine if there is any illness suspected of being waterborne among campers or staff.
 - c. Call Environmental Health (Water Division) by end of day or within 24 hours if department office is closed: Phone: 909.387.4666; Fax: 909.387.4323.
 - d. Within 24 hours take six re-samples, two from wells (domestic and backup) and four at the locations shown on the Routine Sample Siting Map (SR40, Homestead, ICA, and Pony Espresso).
 - e. Assure all re-samples are negative.
 - f. Schedule six more tests at the re-test location for the next month's routine bacteria testing.
 - g. If all of the follow-up tests are **negative**, schedule only the usual routine test for the following month.
 - h. If any of the follow-up tests are **positive**, contact the EHS and follow their instructions
 4. Emergency Action to Be Taken for Presence of Fecal Coliform—A water quality emergency is usually initiated by a call to Larry Conway, the on-site Grade I Water Operator, from Clinical Lab or Geo-Monitor concerning a sample result showing positive for coliform. The following actions will then be taken:
 - a. Follow the directions above through *d*, the six re-samples within 24 hours. With the concurrence or at the direction of the EHS office, notify all water users of the bacterial danger. See attachments B, C, and D for proper notifying procedures. According to the need, notification will be done by written notice in mailboxes, the Telegraph (internal e-mail system), or radio or phone calls to each resident or area of water use.
 - b. Assure all re-samples are negative. Schedule **six** more tests at the re-test location for the next month's routine bacteria testing.
 - c. If all of the follow-up test are **negative**, notify water users that the water is safe and schedule only the usual routine test for the following month.
 - d. If any of the follow-up tests are **positive**, contact the EHS and follow their instructions.
 5. Emergency Action to Be Taken for Chemical Contamination of Any Primary Drinking Water
 - a. Try to determine the reason for the elevated contaminant findings.
 - b. Call Clinical Lab (909.825.7693) or Geo-Monitor (760.244.3481) to verify report and validity of findings.
 - c. Determine if there is any illness suspected of being waterborne among campers or staff.
 - d. Call Environmental Health (Water Division) by end of day or within 24 hours if department office is closed: Phone: 909.387-4666; Fax: 909.387.4323
 - e. Upon contact the county, the EHS will determine the correct notification method to be implemented based upon the specific contaminant. According to the need, notification will be done by written notice in mailboxes, the Telegraph (internal e-mail system), or radio or phone calls to each resident or area of water use.
 - f. Re-test the system at the point of contamination and water source according to the instructions of EHS.
 - g. If all follow-up tests are at or below action levels or maximum contaminant levels, continue system operations as normal.
 - h. If any of the follow-up tests are high, contact EHS at 909.387.4666 and follow their instructions.

EMERGENCY NOTIFICATION PLAN—*ATTACHMENT A*

California Safe Drinking Water Act, Title 22, Chapter 4, Article 5, Section 116460.

No person may operate a public water system without an emergency notification plan that has been submitted to and approved by the department (EHS). The emergency notification plan shall provide for immediate notice to the customers of the public water system of any significant rise in the bacterial count of the water or other failure to comply with any primary drinking water standard that represent an imminent danger to the health of the water users.

No permit, variance, or exemption may be issued or amended under this chapter until an emergency notification plan has been approved by the department.

The department shall adopt regulations to implement the provisions of this section. The regulations may provide for the exclusion of the public water systems from the requirements of this section when, in the judgment of the department, the exclusion will best serve the public interest.

HEALTH CONCERN OF FECAL COLIFORM OR E. COLI—ATTACHMENT B

California Safe Drinking Water Act, Title 22, Chapter 15, Article 7, Section 64470(b)

The following language shall be used when there is a violation of Section 64426.1(B)(3) or (4)*, with or without a violation of Section 64426.1(b)(1) or (2)*:

“The California Department of Health Services (Department) sets drinking water standards and has determined that the presence of fecal coliform or E. coli is a serious health concern. Fecal coliform and E. coli are generally not harmful themselves, but their presence in drinking water is serious because they usually are associated with sewage or animal wastes. The presence of these bacteria in drinking water is generally a result of a problem with water treatment or the pipes which distribute the water, and indicates that the water may be contaminated with organisms that can cause disease. Disease symptoms may include diarrhea, cramps, nausea, and possibly jaundice, and associated headaches and fatigue. These symptoms, however, are not just associated with disease-causing organisms in drinking water, but also may be caused by a number of factors other than your drinking water. The Department has set an enforceable drinking water standard for fecal coliform and E. Coli to reduce the risk of these adverse health effects. Under this standard all drinking water samples must be free of these bacteria. Drinking water which meets this standard is associated with little or none of this risk and should be considered safe. The Department recommends that consumers take the following precautions: (to be inserted by the water supplier according to instructions from the Department).”

*Section 64426 deals with a significant rise in bacterial count. The lab will notify you of this situation.

BOIL WATER ORDER—ATTACHMENT C (Found in Safety/Water)

BOIL WATER ORDER

BOIL WATER ORDER BEFORE USING

Failure to follow this advisory could result in stomach or intestinal illness.

Due to the recent event _____, the California Department of Health Services in conjunction with the San Bernardino County Health Department, and Ironwood Water System are advising residents of Ironwood to use boiled tap water or bottled water for drinking and cooking purposes as a safety precaution.

DO NOT DRINK THE WATER WITHOUT BOILING IT FIRST.

Bring all water to a boil, let it boil for one (1) minute, and let it cool before using, or use bottled water. Boiled or bottled water should be used for drinking and food preparation until further notice. This is the preferred method to assure that the water is safe to drink.

- * An alternative method of purification for residents that do not have gas or electricity available is to use fresh liquid household bleach (e.g. Clorox®, Purex®). To do so, add 8 drops (or 1/4 teaspoon) of bleach per gallon of clear water or 16 drops (or 1/2 teaspoon) per gallon of cloudy water, mix thoroughly, and allow to stand for 30 minutes before using. A chlorine-like taste and odor will result from this purification procedure and is an indication that adequate disinfection has taken place.
- * Water purification tablets may also be used by following the manufacturer’s instructions.

We will inform you when tests show no bacteria and you no longer need to boil your water. We anticipate resolving the problem within _____.

For more information call the Water Utility contact: JJ Mollet or Betty Brock at 760.257.3503.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly

BOIL WATER ORDER CANCELLATION—*ATTACHMENT D* (Found in Safety/Water)

Water System Name	Ironwood
Date Issued	
Date Original Advisory Issued	
Locality Affected	
<p>The California Department of Health Service in conjunction with San Bernardino Environmental Health Services and your water supplier has determined that, through abatement of the health hazard and comprehensive testing of the water, your water is safe to drink.</p> <p>IT IS NO LONGER NECESSARY TO BOIL YOUR WATER OR TO CONSUME BOTTLED WATER.</p> <p>For More Information: Water System Phone Number—760.257.3503 San Bernardino County Environmental Health Services—909.387.4666</p>	

SAMPLE SITING PLAN—*ATTACHMENT E*

1. Sources of Water Supply: Wells
 - a. Well #1: Lake
 - b. Well #2: Domestic
 - c. Well #3: Backup
2. Treatment Facilities: None
3. Storage Facilities
 - a. Tank A and B—20,000-gallon tanks located next to domestic well (#2)
 - b. Tank D—1,000-gallon tank that serves only two residences (SR-C and SR-D)
4. Pressure Systems
 - a. Tank A1—120-gallon steel pressure tank (located near well #2 and storage tanks)
 - b. Tank C—4,200-gallon tank at rear of Homestead
 - c. Tanks A2, C1–C3, and D1—80-gallon steel pressure tanks
5. Sample Points
 - a. Storage tanks
 - b. School buildings
 - c. Staff housing (Conway residence)
 - d. Pony Espresso
 - e. Homestead (internal faucet or outside faucet)
6. Sampling Personnel
 - a. Larry Conway, on-site Grade I Water Operator Sampler
 - b. Relief Samplers: Mark Asay and Andrew Pust
7. Contacts
 - a. Primary—Larry Conway
 - b. Secondary—Andrew Pust

8. Sampling Plan: Once per month rotating at the above sample points
9. Laboratory
 - a. Geo Monitor, Inc., 17152 Darwin Avenue, Hesperia, CA
 - b. Clinical Lab, 21881 Barton Road, Grand Terrace, CA

**A map of the property is included with designated sampling points shown.

GENERAL INFORMATION: DISINFECTION—*ATTACHMENT F*

1. Disinfection, the lowering of bacterial populations to a “safe” level for human consumption, is almost synonymous with chlorination in the field of drinking water safety.
2. Chlorine is the most often used disinfectant for drinking water because it is cheap, efficient, dependable, and easy to handle.
3. A readily available source of chlorine is household bleach, which is normally 5.25% sodium hypochlorite. The effectiveness of the bleach as a disinfectant is dependent on the strength of the chlorine in solution.
4. Factors that may influence the effectiveness of chlorination include the following:
 - a. Mixing
 - b. Time and concentration
 - c. pH
 - d. Temperature
 - e. Turbidity
5. The type of chlorine that actually performs disinfection processes is called residual chlorine.
6. Residual chlorine is the detectable amount of chlorine in a water sample and therefore is the “type” of measurement used in most chlorine tests.

EMERGENCY DISINFECTION PLAN—*ATTACHMENT G*

Water System Name	Ironwood
Is continuous disinfection provided?	No
Location of emergency chlorine source	Between well head and tank
Supplier or type of chlorine	Liquid pool chlorine Supplier: H&E or Wal-Mart
Volume kept on hand	4 gallons
Percentage (strength of volume)	10%
Mixing zone of chlorinating—Point (s) of Application	Automatic chlorine pump that injects chlorine into the water as it is pumped into the storage tanks
Name of person qualified to add chlorine to system Minimum requirement: Water Treatment Operator Grade 1	Larry Conway

Amount of Water to be Treated (gal)	Parts per Million (ppm) Residual Chlorine using HOUSEHOLD LIQUID BLEACH (5.25% Sodium Hypochlorite)*				
	1 ppm	5 ppm	25 ppm	50 ppm	100 ppm
50	1 tsp	1 oz	3.5 oz	6.5 oz	13 oz
100	2 tsp	2 oz	6.5 oz	13 oz	26 oz
200	1 Tbl	3 oz	13 oz	26 oz	1 qt
500	1.5 oz	6.5 oz	1 qt	2 qt	1 gal
1,000	3 oz	13 oz	2 qt	1 gal	2 gal
2,000	6 oz	26 oz	1 gal	2 gal	4 gal
5,000	13 oz	2 qt	2.5 gal	5 gal	10 gal
10,000	26 oz	1 gal	5 gal	10 gal	20 gal
25,000	2 qt	2.5 gal	12.5 gal	25 gal	50 gal
50,000	1 gal	5 gal	25 gal	50 gal	100 gal
100,000	2 gal	10 gal	50 gal	100 gal	200 gal
200,000	4 gal	20 gal	100 gal	200 gal	400 gal

This chart recreated from the Disaster Field Manual for Environmental Health Specialists, by California Association of Environmental Health Administrators, 1994.

1. Documentation of Emergency Procedures: See *Emergency Action to Be Taken* for coliform, fecal coliform, and chemical contaminants at the beginning of this emergency plan.
2. Follow-up Procedures
 - a. Consult the Emergency Notification Plan for re-testing and contact procedures, depending on the type of contaminant
 - b. Document emergency procedures.

WATER TREATMENT OPERATORS—ATTACHMENT H

Companies Offering Water Treatment Consultation and Services

1. American Water Treating Co—661.588.7161, Mike & Nina Trotter, Bakersfield, CA
2. Arrowhead Group—909.881.0898, Testing & Backflow & Meter Testing, Roger Smith, San Bernardino, CA
3. American Water Works Association—909.481.7200, Rancho Cucamonga, CA
Certifications in: Water Testing, Water Distribution / Water Quality Analysis, Back Flow Prevention, Water Treatment
4. ECS Company—909.941.4877, Sonny Goway, Rancho Cucamonga, CA

DOCUMENTATION OF EMERGENCY PROCEDURES—ATTACHMENT I

Water System Name	Ironwood
Street Address	49191 Cherokee Road, Newberry Springs, CA 92365
Water System Phone Number	760.257.3503
Lab Name and Phone Number	Geo-Monitor, Inc. 760.244.3481

Date First Aware/Notified of the Problem	
Routine Testing Site When Problem Located	
Suspected Source of Contamination	
Date of County Notification and Contact Person	

Other Courses of Action:

WATER OUTAGE

RECOMMENDED STEPS TO FOLLOW

1. The administrator or his designee will notify the maintenance manager.
2. Once the severity of the outage has been determined by maintenance personnel, the administration office will be notified.
3. If the school receives its water from an outside source other than a well, call the company or public utilities to determine the difficulty with the water outage.
4. Local Water Company Phone Number: _____
5. The cafeteria will provide adequate disposable cups and adequate portable water coolers for drinking and cooking use.
6. The administrator or his designee—will restrict outdoor activity until water is restored.
7. If water cannot be restored in a reasonable amount of time, the administration must determine if school should be closed early.

SAFETY
MANUAL

Chapter 8
FORMS & REPORTS

INCIDENT COMMANDER CHECKLIST

1. GATHERING CRISIS TEAM TOGETHER

Title	Name	Home Phone	Mobile Phone	Work Phone
Logistics Chief				
People Chief				
Property Chief				
Medical Chief				
Security Chief				
Communications Chief				

2. SOME NECESSARY PHONE NUMBERS

Police Liaison Contact Person _____ Phone # _____
 Staff Member Assigned to Act as a Liaison to the Police _____
 Fire Department Liaison Contact Person _____ Phone # _____
 Staff Member Assigned to Act as a Liaison to the Fire Department _____
 EMS Liaison Contact Person _____ Phone # _____
 Staff Member Assigned to Act as a Liaison to EMS Personnel _____

3. ADAPTING THE PLAN TO FIT THE CRISIS—make a copy of the following pages before completing the remainder of this form. Remember that each crisis will be different and therefore requires flexibility. Review the following procedures to accommodate current incident.

4. ANNOUNCING THE EVENT

- a. How will you tell the staff?
- 1) Place _____
 - 2) Time _____
 - 3) Method of Contact (include telephone tree) _____
 - 4) Person Presiding over Meeting _____
- b. Who else should be told?
- Yes No Area Pastors
 - Yes No School Parents
 - Yes No Next Campers
 - Yes No UPS
 - Yes No Delivery Trucks
 - Yes No Barstow Hospital
 - Yes No Web Page
- c. How will you announce the event to campers?
- 1) Method of Contact _____
 - 2) Person(s) Announcing _____
 - 3) Place _____
 - 4) Time _____
 - 5) Written Announcement _____

5. **STAFF RESPONSIBILITIES**—check off what you want the staff to do during the crisis.

- Announce event in their area
- Identify people in need of counseling
- Notify office of number of people wanting counseling services
- Remove very distraught people from the area by having them escorted to the office
- Discuss the crisis
- Assist with care of injured and/or ill if needed
- Involve groups in constructive activities (like prayer times) relating to the event
- Eliminate, shorten, and structure work and camp for a few days
- Discuss with and prepare people for funeral attendance

6. **ADMINISTRATIVE OFFICE RESPONSIBILITIES**

- Reschedule the following activities:

- Identify individuals who can counsel people.

Name	_____	Phone	_____
Name	_____	Phone	_____
Name	_____	Phone	_____
Name	_____	Phone	_____

- Maintain a list of people counseled.
- Call parents of campers counseled to provide continued support for the campers who are distressed.
- Select and inform those people who should participate in the memorial service in either an active or advisory capacity.

7. **ADMINISTRATOR RESPONSIBILITIES**

- Assign extra secretarial help to office.

Name	_____	Phone	_____
------	-------	-------	-------

- Contact administrative or pastoral personnel for support.

Name	_____	Phone	_____
Name	_____	Phone	_____
Name	_____	Phone	_____

- Stop sending notifications of activities to the home of a family whose child has died.
- Remove personal items from desks and lockers to save for family members.
- Rearrange seating, classes, programs, etc., as indicated by the crisis

Changes to be Made _____

- Establish areas and locations for counseling; assign locations:

Name	_____	Location	_____
Name	_____	Location	_____
Name	_____	Location	_____
Name	_____	Location	_____

- Keep staff updated.

- Identify staff in need of counseling.
- Emphasize facts and squelch rumors.
- Remain highly visible.
- Arrange for excused absences and transportation for people attending off-premises funeral.
- Arrange for staff debriefing

Where _____

When _____

Who will preside _____

- Stay in contact with parents of people who have died.

8. HANDLING THE MEDIA

- Spokesperson appointed
- Alternate appointed
- People to handle the telephone _____

- Message to be given over the telephone _____

- News release developed _____

- Establish time and location to meet media _____

- Identify person to speak to concerned parents _____

COMMUNICATION CRISIS KIT

Most items should be gathered together and placed in containers for immediate use in time of crisis. Others, such as walkie talkies, cellular telephones, etc., should be readily available. A person should be designated to gather those items not pre-stored.

- Crisis Manual
- Map of Ironwood
- Map of Newberry/Barstow area
- California Thomas Guide
- Floor Plan of buildings
- 10 legal pads
- 10 pens
- 10 markers
- Bible
- Flashlights
- Camera (2 disposable)
- Medical emergency kit
- Megaphone
- Masking tape
- Local telephone book
- Lantern with fuel
- Air horn
- Extra batteries

LOGGING OF SAFETY TRAINING

1. Fire drills
2. Summer staff manual – received and read
3. Resident staff manual – received and read
4. Any safety training
5. Orientation of new employees
 - a. First aid
 - b. Equipment
 - c. Tour of facility
6. Safety inspections
 - a. Trainer's name
 - b. Topic
 - c. Date
 - d. Signoff

FIRST AID REPORT

FIRST AID REPORT				
Name	Cabin	Date	Time	AM PM
Describe injury or illness				
Where did the injury occur?				
How did the injury occur?				
What first aid was given?				
First aid was administered by				

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Actions Taken:

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Actions Taken:

Accident, Incident, or Near Miss Report

Name of Persons Involved	<input type="text"/>				
Select One	<input type="text"/>	Age	<input type="text"/>	Gender	<input type="text"/>

Witnesses	<i>You may wish to attach signed statements.</i>						
Name	<input type="text"/>	Age	<input type="text"/>	Gender	<input type="text"/>	Select One	<input type="text"/>
Name	<input type="text"/>	Age	<input type="text"/>	Gender	<input type="text"/>	Select One	<input type="text"/>

Incident Description *Include **who** was involved, **what** happened, **where** it happened, **when** it happened, and **how** it happened.*

Select One	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Location	<input type="text"/>
------------	----------------------	------	----------------------	------	----------------------	--	----------	----------------------

Pre-event: In detail, what sequence of events lead up to the accident, incident, or near miss?

Incident: If an injury occurred, what actions or equipment was involved?

Resolution: necessary emergency procedures, debriefing, or medical procedures

Follow Up: Director or designee's review

Submitted by	<input type="text"/>	Title/Job	<input type="text"/>	Date	<input type="text"/>
--------------	----------------------	-----------	----------------------	------	----------------------

IRONWOOD JOB-RELATED SAFETY TRAINING

Week _____ Dates _____

SAFETY TOPICS COVERED

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

M	T	W	Th	F		M	T	W	Th	F	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark Asay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Melody Barger
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Donna Asay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amanda Bies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walt Brock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adriana Botescu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carol Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allen Cover
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sam Brock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laura Cover
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Larry Conway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sarah Eckel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Karen Daniels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jalaigna Michael
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aricka Hansen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Newsom
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joseph Hansen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Justin Tornatore
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beth Hunter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Luke Uehling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Torrey Jaspers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ben Magee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wayne Mix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dennis Mollet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scott Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andrew Pust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammy Pust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carole Sahlstrom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steve Steuerwald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephen Watson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PARENT NOTIFICATION OF STUDENT SUICIDAL STATUS

Date of Notification: _____ Time of Notification: _____ AM or PM

Method of Notification: Phone In Person

I have been notified by the following school personnel:

1. _____
Name Title
2. _____
Name Title

*that my child _____ is, in the opinion of the school, suicidal at the present
Name of Student
time. I was notified of this at the time and date specified above.*

Signature of Parent/Guardian Date

STUDENT CONTRACT

*I _____, do promise not to try to harm myself and to get help
My Name
with my problems from _____ . I may call this person in emergencies at
Name of Counselor*

Telephone Number of Counselor

Student's Signature Date

PROGRAM WALK-THROUGH

By _____
Date _____

ACTIVITY/SKILLS AREAS: COMMON

AREAS	INSP	NEEDS ATTENTION	GOOD
Canoes			
Fishing			
BB range			
Archery			
Wrist Rockets			
22 Range & Shade			
Shotgun Range & Shade			
Paintball: River Bottom			
Paintball: Painted Acres			
Jed's Quest			

Note: Are needed safety signs posted for each activity?

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

ACTIVITY/SKILLS AREAS: BROKEN I RANCH & IKE'S

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Fellowship Area & Game Tables			
Barrel of Fun			
Tumbleweed			
BB range (by horses)			
Archery (by horses)			
Wrist Rockets (behind Lake Shade)			
Shooting Range (past Pond)			
Pyrite Pete's Porch			
Chuck Box Game Room			

Note: Are needed safety signs posted for each activity?

SAFETY CHECK					
✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

ACTIVITY/SKILLS AREAS: RIVERTOWN

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Game Tables			
Livery Stable			
Human Foosball			
Zip Line			
Wonderwheel			
Volleyball/Sandbox			
BB range			
Archery & Hatchet Ranges			
Wrist Rockets			
Putt Putt			
Branding Chapel			

Note: Are needed safety signs posted for each activity?

SAFETY CHECK					
✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

COMMON AREAS

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Program Vehicles			
Signs —Maps/directions —Theme/building			
Woodrow's Theatre			
Benches			
Shop Storage			
Lake Storage			
First Aid Station —First Aid Log —Medicine Storage			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

By _____
Date _____

HORSE AREA

AREAS	INSP	NEEDS ATTENTION	GOOD
First Aid Kits (<i>barn & tack shed—see FA inventory</i>)			
Rusty's Memorial Arena			
Petting Zoo			
Corrals			
Water Troughs			
Barn			
Barn Classroom			
Barn Office			
The Big Arena			
Hay Barn			
Round Pens			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

LAKE SWIMMING AREA

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Lifesaving Equipment			
Lifeguard Stations			
Rope Swing			
Slide			
Raft			
Buoy Lines			
Fun Zone			
Basketball Goals			
Docks			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

THE POND

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Lifesaving Equipment			
Lifeguard Stations			
Swimming Area			
Swimming Area Shade			
Rocket			
Buoy Lines			
Burma Bridge			
Island & Dock			
Kayak Dock, Kayaks & Paddle Boards			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

BROKEN I RANCH & IKE'S ROOST

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Equipment Room			
Lounge / Work Room			
BIR Director's Office			
BIR Assistant's Desk			
IR Office			
Rendezvous & Sound Desk			
Twig & Sound Desk			
Fat Chance Storage			
Counseling Areas			
Twig Campfire Area			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

RIVERTOWN

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Equipment Room			
Copy Room			
Auditorium & Sound Desk			
Small Office			
Vault Storage			
Large Office			
Counseling Area			
Cattleman's Lodge			
Rusty Wheel			
Town Hall			
Sheriff's Office			
Ike's Palace (OWP)			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROGRAM WALK-THROUGH

By _____
Date _____

STORES

AREAS	INSP	NEEDS ATTENTION	GOOD
Uncle Wally's			
Whistle Stop—Caboose			
Whistle Stop—Boxcar			
Whistle Stop—Hopper			
Whistle Stop—Porch			
Pony Espresso			
Chuck Box			
Mo'Java			
Trading Post			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROPERTY WALK-THROUGH

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Entrance			
Way Station			
Athletic Field (grass, sprinkler system, trees)			
Western Cottages (B)			
Broken I Ranch & Ike's Roost			
Western Cottages & BH (C)			
BIR Campfire & Teepee Area			
Basketball Court			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROPERTY WALK-THROUGH

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Homestead			
Horsemanship Area			
Staff Residences 10-71			
Staff Residences 90-130			
Staff Residences A-D			
Western Cottages & BH (D)			
Western Cottages & BH (E)			
Rivertown			

SAFETY CHECK

✓	ITEM	NAME	✓	ITEM	NAME

PROPERTY WALK-THROUGH

By _____
Date _____

AREAS	INSP	NEEDS ATTENTION	GOOD
Western Cottages (F)			
Lake Area			
Shops			
Storage Areas			
River Bottom (South of River)			
Waypoint			
Academy Campus			

SAFETY CHECK					
✓	ITEM	NAME	✓	ITEM	NAME

SAFETY TRAINING ACKNOWLEDGEMENT

I have read or had read to me all safety material in the Ironwood staff manual that pertains to the following:

- Archery Range
- Child Abuse Policy
- Craft Area
- Discipline Policy
- Driving Rules
- Earthquake Procedures
- The Edge
- Emergency Transportation
- Exposure Control Program
- Firearm Instructions
- Fire Procedures
- First Aid Provider
- Hazard Communication
- Health Surveillance
- Heat-related Illnesses
- Hiking
- Horse Area
- Lake: General
- Lake: Lifeguard Responsibilities
- Lost Swimmer Procedures
- Lost Campers
- Major Accident Procedures
- Shop Area
- Snakebite
- Strangers and Visitors on Camp Property

Signature _____ Print Name _____ Date _____

RECEIPT OF SUMMER STAFF POLICY MANUAL

I have received a copy of the *Ironwood Summer Staff Policy Manual* and have either read it or have had it read to me carefully. I understand that this manual has been prepared to inform and guide staff members and that it is intended to cover the procedures, rules, and policies most often applied to day-to-day work activities.

Signature _____ Print Name _____ Date _____

BOIL WATER ORDER

BOIL WATER ORDER BEFORE USING

Failure to follow this advisory could result in stomach or intestinal illness.

Due to the recent event _____, the California Department of Health Services in conjunction with the San Bernardino County Health Department, and Ironwood Water System are advising residents of Ironwood to use boiled tap water or bottled water for drinking and cooking purposes as a safety precaution.

DO NOT DRINK THE WATER WITHOUT BOILING IT FIRST.

Bring all water to a boil, let it boil for one (1) minute, and let it cool before using, or use bottled water. Boiled or bottled water should be used for drinking and food preparation until further notice. This is the preferred method to assure that the water is safe to drink.

- * An alternative method of purification for residents that do not have gas or electricity available is to use fresh liquid household bleach (e.g. Clorox®, Purex®). To do so, add 8 drops (or 1/4 teaspoon) of bleach per gallon of clear water or 16 drops (or 1/2 teaspoon) per gallon of cloudy water, mix thoroughly, and allow to stand for 30 minutes before using. A chlorine-like taste and odor will result from this purification procedure and is an indication that adequate disinfection has taken place.
- * Water purification tablets may also be used by following the manufacturer's instructions.

We will inform you when tests show no bacteria and you no longer need to boil your water. We anticipate resolving the problem within _____.

For more information call the Water Utility contact: JJ Mollet or Betty Brock at 760.257.3503.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly

WATER OUTAGE OR LOW PRESSURE

PUBLIC NOTICE

CONSUMER ALERT DURING WATER OUTAGES OR PERIODS OF LOW PRESSURE

1. If you are experiencing water outages or low water pressure, immediately discontinue any non-essential water usage. This includes all outdoor irrigation and car washing. Minimizing usage will reduce the potential for the water system to lose pressure or completely run out of water.
2. If the water looks cloudy or dirty, you should not drink it. Upon return of normal water service, you should flush the hot and cold water lines until the water appears clear and the water quality returns to normal.
3. If you are concerned about the water quality or are uncertain of its safety, you may add eight drops of household bleach to one gallon of water and let it sit for 30 minutes or alternatively, if you are able, water can be boiled for one minute at a roiling boil to ensure its safety.
4. Use of home treatment devices does not guarantee the water supply is safe after low pressure situations.
5. Do not be alarmed if you experience higher than normal chlorine concentrations in your water supply since the California Department of Health Services is advising public water utilities to increase chlorine residuals in areas subject to low pressure or outages.
6. The California Department of Health Services has also advised public water systems to increase the bacteriological water quality monitoring of the distribution system in areas subject to low pressure. They may be collecting samples in your area to confirm that the water remains safe. You will be advised if the sampling reveals a water quality problem.
7. Your water system is committed to make certain that an adequate quantity of clean, wholesome, and potable water is delivered to you. We recommend that you discuss the information in this notice with members of your family to ensure that all family members are prepared should water outages or low water pressure occur.

UNSAFE WATER ALERT

IRONWOOD WATER IS POSSIBLY CONTAMINATED BY AN UNKNOWN SUBSTANCE.

DO NOT DRINK YOUR WATER
Failure to follow this advisory could result in illness.

An unknown substance has been added to the drinking water supplied by Ironwood due to a recent intrusion or break-in at wells # _____ by _____. The California Department of Health Services, San Bernardino County Health Department, and Ironwood Water System are advising residents of Ironwood to **NOT USE THE TAP WATER FOR DRINKING AND COOKING UNTIL FURTHER NOTICE.**

What should you do?

- **DO NOT DRINK YOUR TAP WATER—USE ONLY BOTTLED WATER.** Bottled water should be used for all drinking (including baby formula and juice), brushing teeth, washing dishes, making ice and food preparation until further notice.
- **DO NOT TRY AND TREAT THE WATER YOURSELF.** Boiling, freezing, filtering, adding chlorine or other disinfectants, or letting water stand will not make the water safe.

OPTIONS

Potable water is available at the following locations: _____

Please bring a clean water container (5 gallons maximum capacity).

We will inform you when tests show that the water is safe again. We expect to resolve the problem within _____.

For more information call the Water Utility contact: JJ Mollet or Betty Brock at 760.257.3503.

This notice is being sent to you by IRONWOOD.

Date Distributed: _____.

Please share this information with all other people who receive this water, especially those who may not have received this notice directly.

UNUSABLE WATER ALERT

IRONWOOD WATER IS POSSIBLY CONTAMINATED BY AN HARMFUL SUBSTANCE.

DO NOT USE YOUR WATER

Failure to follow this advisory could result in illness.

An unknown substance has been added to the drinking water supplied by Ironwood due to a recent intrusion or break-in at wells # _____. The California Department of Health Services, San Bernardino County Health Department, and Ironwood Water System are advising residents of Ironwood to NOT USE THE TAP WATER FOR DRINKING, COOKING, HAND WASHING, OR BATHING UNTIL FURTHER NOTICE.

What should you do?

- DO NOT DRINK YOUR TAP WATER—USE ONLY BOTTLED WATER. Bottled water should be used for all drinking (including baby formula and juice), brushing teeth, washing dishes, making ice, food preparation, and bathing until further notice.
- DO NOT TRY AND TREAT THE WATER YOURSELF. Boiling, freezing, filtering, adding chlorine or other disinfectants, or letting water stand will not make the water safe.

OPTIONS

Potable water is available at the following locations: _____

Please bring a clean water container (5 gallons maximum capacity).

We will inform you when tests show that the water is safe again. We expect to resolve the problem within _____.

For more information call the Water Utility contact: JJ Mollet or Betty Brock at 760.257.3503.

This notice is being sent to you by IRONWOOD.

Date Distributed: _____.

Please share this information with all other people who receive this water, especially those who may not have received this notice directly.

SAFETY MANUAL

Chapter 9 COMMUNICATION

CAMP EMERGENCY INFORMATION

Camp Name Ironwood

Camp Director Sam Brock

Camp Capacity..... 300 and approximately 100 staff
No pools
No spas

Camp Mailing Address 49191 Cherokee Road
Newberry Springs, CA 92365

Camp Physical Address 49191 Cherokee Road
Newberry Springs, CA 92365

Camp Phone Number 760.257.3503

Name of Director Sam Brock

Name and Address of Camp Owner Fundamental Christian Endeavors, Inc
49191 Cherokee Road
Newberry Springs, CA 92365
760.257.3503

Off-season Address and Phone Number Not applicable

Camp E-mail and Web Site info@ironwood.org
www.ironwood.org

In 1973 a non-profit corporation, Fundamental Christian Endeavors, Inc., (FCE) was formed to operate Camp Ironwood, a western theme camp in Newberry Springs. The 594-acre camp operates year-round, and its 28 staff members host over 5,000 campers annually. FCE also operates a small Christian school on the property; currently about 40 students are enrolled.

SAMPLE FACULTY MEMO

STUDENT DEATH

To: (SCHOOL NAME) Faculty and Staff

From: (ADMINISTRATOR'S NAME)

Re: Suicide of (STUDENT)

DATE: (CURRENT DATE)

We are asking you to discuss the death of (STUDENT), an 8th grade student, with your class at the beginning of school. Some students will already be aware of his suicide from the 10:00 p.m. news on TV last night. Others will be learning of his death from you. It is recommended that you give your class an opportunity to hear the following facts from you, to ask questions, and to discuss their thoughts. You can expect some students to be angry and upset as well as sad. Please be sensitive to their feelings.

(STUDENT) died last night at 8 p.m. after hanging himself in his closet with a rope. He was found by his father and was rushed by ambulance to the emergency room of the (HOSPITAL) where the trauma doctors and nurses were unable to revive him. He did not regain consciousness and died a half an hour after he arrived. The medical examiner has ruled his death a suicide. His parents would like you to know that they have donated some of body organs so others may have a chance to live. We do not know why (STUDENT) chose to kill himself. Unfortunately, he did not realize that other options were available to help him with his problems. His solution was permanent and irreversible.

Students may be excused from classes for (STUDENT'S) funeral if they bring a written excuse from a parent. Funeral arrangements are still pending. We will give you that information when we receive it. The family will be at the funeral home tomorrow evening if anyone wishes to pay his respect and extend sympathy. Some students may wish to make a donation to (MEMORIAL) in (STUDENT'S) memory. A box is in the office for the collection of donations or any notes written to (STUDENT'S) family.

The crisis team and pastoral staff will be in the school building throughout today and the rest of the week. If you wish some assistance in discussing (STUDENT'S) death with your class, a team member or a member of the pastoral staff will come to your classroom. Please identify any student you think needs further help dealing with this tragedy and send him or her to the counseling office.

Today may be a very difficult one for you as well as for our students. A crisis team member and/or a member of the pastoral staff will be in the teacher's lounge if you wish to talk further about the suicide.

SAMPLE FACULTY MEMO

DEATH OF A TEACHER

Teachers:

You may be aware that one of our teachers died last night at (TIME). She was attending church and became very ill. The paramedics were called and she was transported to (HOSPITAL NAME) Hospital. She was unconscious and did not recover. The doctors assume it was a heart attack, but the final ruling has not been made.

Would you please tell your students so they will hear the sad news from you and hopefully stop the spread of rumors. Some children may want to talk about their own experiences of deaths in their family at this time. Someone from the counseling staff is available to assist you in the classroom if you would like. They will also be in the library if any of your students need to talk further.

Teachers are welcome to come to the conference room any time today. Arrangements will be made to take your class in your absence.

(NAME)

SAMPLE LETTER TO PARENTS: STUDENT DEATH OFF CAMPUS

(DATE)

Dear (SCHOOL) Parents:

We want to inform you that a member of the (NAME) family and a classmate of your child passed away this morning at (TIME). The student, (STUDENT'S NAME), was a fourth grader this year.

Your child's class was informed of this loss by our school counselor and me. Hopefully, we have provided an avenue through which classmates will be able to cope with his death. However, we want you to be informed so that you, too, can help your child cope with this situation.

Yours for Christian Education,

(ADMINISTRATOR'S NAME)
Administrator

SAMPLE LETTER TO PARENTS: STUDENT DEATH ON CAMPUS

(DATE)

Dear (SCHOOL) Parents:

I regret to inform you that on (DATE OF INCIDENT); a terrible accident occurred on the teacher parking lot at school. The mishap resulted in the death of a first-grade student, (NAME). Our heartfelt sympathy goes out to the (LAST NAME) family.

Today, in class, the teachers and the (NAME OF SCHOOL) staff spoke to the students about the accident and about their feelings. I am writing to ask you to be sensitive to any changes(s) in your child's behavior. He might wish to talk with you about it. Please listen. If you would like additional information, please contact the school office at (TELEPHONE NUMBER).

I'm also asking you to do several things for us here at school:

1. Be extremely cautious when near/around the school.
2. Be patient and courteous to other drivers when you leave your children in the morning and pick them up in the afternoon.
3. Please follow the instructions of those that are directing the traffic before and after school.

Thank you for your cooperation.

Yours for Christian Education,

(ADMINISTRATOR'S NAME)
Administrator

SAMPLE LETTER TO PARENTS: STUDENT SUICIDE

(DATE)

Dear (SCHOOL) Parents:

The (SCHOOL NAME) was saddened to learn of the reported suicide of one of our students. The death of any young person is a loss which is difficult to understand. The tragic circumstances of (STUDENT'S NAME) death are perhaps more shocking and more difficult to accept.

We have asked the assistance of the crisis team and the pastoral staff to help our students and staff to cope with this loss. We are doing everything we can to help your child and our staff through this tragic experience. You may anticipate more questions and a need to talk about the suicide at home.

(STUDENT'S NAME) funeral will be held at (PLACE OF FUNERAL), on (DATE) at (TIME). Your child may be excused from school at (TIME) to attend the funeral with written permission from you. We encourage you to make arrangements to accompany him, and you will need to provide your own transportation. The school will remain open for those students who chose not to attend.

If you have any concerns regarding your child's reactions to this loss, (PASTORAL STAFF MEMBER OR ADMINISTRATOR), our school counselor, will be available to assist you.

Yours for Christian Education,

(ADMINISTRATOR'S NAME)
Administrator

SAMPLE LETTER TO PARENTS: DEATH OF A TEACHER

(DATE)

Dear (SCHOOL) Parents:

(SCHOOL) is deeply saddened by the death of (TEACHER'S NAME), who was a fifth grade teacher at (SCHOOL). (TEACHER) passed away at (PLACE) on (DATE).

Your child's class had the opportunity to talk to a counselor today about some of their concerns. You may expect your child to want to talk to you about his feelings. Talking about feelings will help the student deal with this tragic event.

The funeral will be (DATE, TIME AND PLACE OF FUNERAL). (FUNERAL HOME) is in charge of the service. If you decide you would like your child to attend the service, you will be responsible for seeing that students get to and from the service. The school will be unable to provide transportation. We encourage you to accompany your child if you want him to attend the service.

Please telephone the school administrative office if you would like further help or assistance.

Yours for Christian Education,

(ADMINISTRATOR'S NAME)
Administrator

LEGAL COUNSEL

Name	Address	Phone, E-mail, Internet	Area of Expertise
<p>Alexander, Bill</p> <p>Alexander & Associates, PLC</p>	<p>1801 18th Street Bakersfield, CA 93301</p>	<p>661-316-7888</p> <p>www.alexander-law.com/</p> <p>walexander@alexander-law.com</p>	<p>Trial lawyer (Nonnemaker case)</p> <p>Has kindly answered legal questions for us in the past</p>
<p>Helm, Joe</p> <p>McLario Helm & Bertling, S.C. Law Offices</p>	<p>Office: N88 W16783 Main St Menomonee Falls, WI 53051</p> <p>Home: W131 N7955 Country Club Dr Menomonee Falls, WI 53051</p>	<p>262-251-4210 262-255-0939 (church— Brookside Baptist) 262-893-0022—cell</p> <p>http://mclario.com/</p> <p>joehelm@mclario.com</p>	<p>Estate planning</p> <p>Board member of F.C.E.</p>
<p>Hicks, Daniel</p> <p>Ingersoll & Hicks, PLLC</p>	<p>1590 Westbrook Plaza Dr., Suite 203 Winston-Salem, NC 27103</p>	<p>(877) 794-2279 - toll free (336) 794-2278 (864) 527-5924 – SC</p> <p>http://www.ingersollfirm.com</p> <p>dhicks@ingersollfirm.com</p>	<p>Estate planning and tax advice</p> <p>Tax-exempt organizations; formation issues; IRS matters; gift annuity compliance; charitable trusts</p> <p>Advised us and did some work on our Articles of Incorporation</p>
<p>Dacus, Brad W.</p> <p>Pacific Justice Institute President</p>	<p>Capital Office PO Box 276600 Sacramento, CA 95827-6600</p>	<p>916-857-6900</p> <p>http://www.pacificjustice.org</p> <p>prez@pacificjustice.org</p>	<p>Legal defense organization specializing in the defense of religious freedom, parental rights, and other civil liberties.</p> <p>Without charge</p> <p>Have readily advised and have a list of recommended attorneys in particular fields in the state of California</p>

<p>Snider, Kevin</p> <p>Pacific Justice Institute Chief Counsel</p>	<p>212 9th Street, Suite 208 Oakland, CA 94607</p> <p>Capital Office P.O. Box 276600 Sacramento, CA 95827</p>	<p>510-834-7232</p> <p>www.pacificjustice.org</p> <p>kevinsnider@pji.org</p> <p>ksnider@pji.org</p>	<p>Legal defense organization specializing in the defense of religious freedom, parental rights, and other civil liberties.</p> <p>Without charge</p> <p>Have readily advised and have a list of recommended attorneys in particular fields in the state of California</p>
<p>Cummings, Steve</p> <p>Bair & Cummings LLP</p>	<p>1091 Founders Blvd., Suite B Athens, GA 30606</p>	<p>706-548-5000</p> <p>slc@baircumplings.com</p>	<p>Corporate, Real Estate, General Litigation</p> <p>Has worked with American Association for Christian Schools for many years</p> <p>Knowledgeable in nonprofit law</p> <p>Came to Ironwood and did an audit of some legal issues</p>
<p>Mowers, Terry</p> <p>Attorney for Hume Lake</p>	<p>Fresno Office of Hume Lake</p>	<p>559-251-6055 (Ext 213)</p>	<p>Human resources</p> <p>He and Gary Williams, Administrative Director of Hume Lake, were very helpful.</p>

IRONWOOD RISK EXPOSURE

HUMAN EXPOSURES OR LIABILITIES			
STANDARD OF CARE LIABILITIES (TORT OR THIRD- PARTY LIABILITIES)	EXAMPLES OR TYPES OF ILLNESS/INJURY OR DAMAGE CAUSED	SAMPLE TECHNIQUES TO REDUCE, PREVENT, OR CONTROL LOSS	RISK-CONTROL METHODS AND TECHNIQUE(S) AND STEPS TAKEN
General duty of care	Damage to others caused by negligence (many described in specific areas below)	General liability insurance, umbrella liability insurance for catastrophic accidents	Weekly training of staff, constant camper and staff evaluation
Directors and officers	Decisions made by directors, boards, committees or lack of policies or procedures	Informed decision makers establish policies consistent with common practice or standards of the field, D and O insurance	Continued education and reading
Property of others	Equipment not owned by the camp	Regulations for possession and use	
Employer/employee relationship (harassment, slander, discrimination)	Inappropriate actions, including criminal behavior, by employer or other staff, wrongful dismissal, invasion of privacy, discrimination based on age, race, religion, sex, or disability, etc.	Staff-hiring policies, personnel policies, training process, sexual abuse liability insurance, employment practices liability insurance (BFOQ), etc.	Harassment and discrimination policies, regular evaluation
Food service	Unsafe water, hazardous foods containing infectious or toxic microorganisms, (e.g., e-coli, salmonella, etc.)	Procedures for storage, handling potentially hazardous foods and sanitation, taught to all staff	Water testing, redundant cooling systems, RO system
Environmental impairment and pollution	Sewage, toxic materials, leaks of underground tanks, insect/weed control, use of chemicals, etc.	Garbage storage capacity, leak proof	Controlled access, containment areas, poison control program
Maintenance	Broken equipment, bunk bed rails, rotted stairs, unsafe electrical or gas lines, shower water temperatures, vehicle mechanical failure, damaged program equipment, etc.	Workers' compensation insurance, maintenance plan, identified cutoff points, trained personnel, emergency exits, annual fire equipment and electrical evaluation, etc.	Immediate response to break downs, vehicle maintenance program
Attractive nuisances	Failure to control access or unauthorized use of ropes course, lake, pool, firearms, etc.	Fences, signs, security system, schedule, locks, safes, orientation, camper handbook	
Staff selection/training (volunteer or paid)	Lack of screening or training, unqualified staff, etc.; violation of child labor laws and discrimination laws	Driver training, training for late hires, in-service training, knowledge of laws	Leadership Live! program applications, references, and follow up
Staff supervision/behavior (volunteer or paid)	Failure to supervise staff, drunkenness or drug use by staff, etc.	Supervision training, guidelines for appropriate and inappropriate behavior, schedule, weekend schedule, reference checks	

STANDARD OF CARE LIABILITIES (TORT OR THIRD-PARTY LIABILITIES)	EXAMPLES OR TYPES OF ILLNESS/INJURY OR DAMAGE CAUSED	SAMPLE TECHNIQUES TO REDUCE, PREVENT, OR CONTROL LOSS	RISK-CONTROL METHODS AND TECHNIQUE(S) AND STEPS TAKEN
Participant supervision	Failure to supervise adequately, not maintaining appropriate camper to staff ratio, camper to camper child abuse, release of camper to unauthorized person, etc.	Procedures for transporting persons, procedures for prevention of child abuse, appropriate camper behavior techniques, regular analysis of incidents, required documentation	Pick-up ticket, security team, Ironwood car placard, random observation
Health services	Failure to provide appropriate first-aid or emergency care, failure to meet special medical needs or dispense medications properly, exposure to blood-borne pathogens, bioterrorism, diseases carried by insects or animals, etc.	Health-care plan, qualified health-care staff, user group information, good supervision, stocked medical supplies	Camp-wide communication system (phone/Vox), exposure control plan, vector control program
Program activities	Inadequate safety regulations and emergency procedures, failure to provide qualified leadership, inform parents of risk, etc.	Safe and appropriate equipment, signed permissions for participation, supplementary insurance, certifications, etc.	In-depth training, ride-alongs
Personal injury from abuse, assault, invasion of privacy, discrimination, or search and seizure	Inappropriate actions, including criminal behavior, by staff or other campers, lack of protection in public places or from intruders, camper or staff recruitment practices, misuse of camper photos, inappropriate disclosure of health information, technological security, etc.	Written safety regulations, personnel policies, implementation of ADA requirements and privacy rule, guidelines for release of personal information etc.; criminal records checks	Training, supervision, act on any report, lock and key security
Defective or tampered products	Contaminated food, defective program, or safety equipment, etc.	Credible food and equipment source, controlled access, crisis-management plan	Safety training, equipment maintenance and repair
False advertising	Misleading or incomplete information on facilities, activities or personnel, etc.	Brochures, videos, and written material that correctly describes facilities, staff, program, Toolbox (120+ pages two-year catalog) with photos and description	Use of web and social media (Instagram, Facebook & Pinterest)
Health-care malpractice	Inappropriate actions by health-care staff	Knowledge of individuals malpractice insurance or coverage with supplementary or general liability insurance	Multiple trained people, good supervision, follow-up evaluation by group, parent, and organization
Vehicle operation	Passengers exceed capacity, lack of seat belts, driver not qualified., improper loading or unloading, poor selection of commercial provider, non-compliance with regulations regarding passenger vans and CDL driver drug and alcohol testing , etc	Insurance, safety regulations, credible vehicle provider, safety checks, maintaining safety reports	Vehicle skills verification, controlled vehicle usage

LOSS TO HUMAN RESOURCES (CAMPER, STAFF, AND VOLUNTEERS)	CONSIDERATIONS OR EFFECTS OF HUMAN LOSS	SAMPLE TECHNIQUES TO REDUCE, PREVENT, OR CONTROL LOSS	RISK-CONTROL METHODS AND TECHNIQUE(S) AND STEPS TAKEN
Injury from accident, illness preventing participation, disability (long or short term), death, disease, psychological impairment, etc.	Loss of income if activity cannot be offered; staffing for rental group/contracted services; public credibility; campers and staff due to stress of incidents or results of accidents; closing camp due to epidemic/ illness, terrorism	Arrangements with involved and supportive churches; insurance for loss of income; legal support; communication plan; back-up staff/volunteers; procedures to deal with crises, safety manual; appointed spokespersons, media training; crisis-communication plan, incident command; plan for handling complaints; plan for contacting parents	

FINANCIAL EXPOSURES OR LIABILITIES

OPERATIONAL FINANCIAL LIABILITIES	FINANCIAL DAMAGE CAUSED BY	SAMPLE TECHNIQUES TO REDUCE, PREVENT, OR CONTROL LOSS	RISK-CONTROL METHODS AND TECHNIQUE(S) AND STEPS TAKEN
Petty cash; cash receipts & disbursements; reimbursements; authority to purchase, pay, enter into contracts; inventory control; bank reconciliations	Poor or no procedures/policies to prevent theft, embezzlement, inadequate records, financial commitments beyond budget or ability to pay, or bankruptcy	Crime insurance, policies/procedures that specify who has authority to control access to funds and records; policies on staff reimbursement; external audit or review; use of Generally Accepted Accountings Principles (GAAP)	Extensive reporting, cash handling policy, debt by board approval, retention policy
Vacation/payroll accrual	Allowing vacation or payroll to accrue beyond ability to pay or to replace staff in a timely manner; obligation or commitment to pay for time worked.	Personnel policies specifying use of vacation time, current knowledge and compliance with federal and state employment laws	Accrual policy
Computer system	Perils or events that affect computer system, (e.g., viruses, vandalism, lightning). Losses from electronic business transactions, security, data loss, infringement of copyright, etc.	Risk-control policies on use, anti-virus software and system firewalls, training, etc.	Redundant systems; filter and protection; backup and off-site protection
Government regulations and tax liabilities	Failure to meet government reporting criteria (tax requirements, fines by government regulatory bodies)	FLSA and OSHA compliance audits, current knowledge and compliance with FICA and FUTA, minimum wage requirements and other regulations and requirements, etc.	Extensive reading
Business interruption	Terrorism, destruction due to natural disaster or catastrophic weather event, illness related to contamination, sexual abuse, etc	Business interruption and extra-expense insurance, policies regarding refunds, contracts	Safety manual and incident response

CONTRACT LIABILITIES	EXAMPLES OR TYPES	SAMPLE TECHNIQUES TO REDUCE, PREVENT, OR CONTROL LOSS	RISK-CONTROL METHODS AND TECHNIQUE(S) AND STEPS TAKEN
Lease/rental	Contracts with guest/user groups	Agreement specifies what to transfer/ what to retain; reviewed with legal counsel	
Employment agreements	Agreements with staff	Personnel policies: address at-will status; yearly re-signing, code of conduct	
Refunds	Camper fees, rental cancellations	Written policy for parents/groups	
Sales or purchase orders	Limits and authority of buyers to purchase, methods of documenting orders	Guidelines specifying limits, procedures and authority to bind the corporation	
Notes, mortgage, loans	Limits/authority to sign for camp/corporation	Policy/controls on binding camp/corporation	Board involvement with debt or land
Insurance coverage	Desired coverages, limits, exceptions, deductibles	Regular review of coverage, including the general liability and umbrella liability insurance coverage	
Contracts for service	Food service, construction, copiers, etc.	Agreements specify what to transfer/retain	Vendor audit
Participant/user-group registration	Agreement to provide services	Waivers, releases, permission to participate, permission to treat	Training, orientation, continuous supervision

PROPERTY EXPOSURES OR LIABILITIES

PROPERTY, BUILDINGS & EQUIPMENT	CONSIDERATIONS AFFECTING LOSS IN THIS CATEGORY	SAMPLE TECHNIQUES TO REDUCE, PREVENT, OR CONTROL LOSS	RISK-CONTROL METHODS AND TECHNIQUE(S) AND STEPS TAKEN
Fire/smoke; theft; land movement/ earthquake; collapse; blizzard, ice, hail; flood; wind, tornado, hurricane; sewer backup; lighting; falling objects; vandalism; breakdown of machinery; collision; explosion; contamination; loss of utilities; poor maintenance; loss of personal property	Area of the country and known risks; severity of damage to your property; is the building worth insuring?; value of items in buildings; distance from emergency services; seasons of site use; availability of backup power; cost and availability of safety equipment on site and insurance; aging property or equipment; backup systems for computerized records and documents; OSHA requirements (e.g., maintenance log, lock-out/tagout, MSDS); laws, codes, permits, regulations, affecting operation	Establish emergency plans for natural disasters; purchase property insurance; determine acceptable ceiling; purchase of safety, rescue, or other equipment; supervision of site when not in full use; annual safety examinations; assessable descriptions of electrical lines and cutoff points; train staff and participants in roles in emergency plan; establish long-term maintenance plan; Hazard Communication Plan (OSHA); determine appropriate storage and handling of equipment, hazardous materials, and records; relationship with local fire and law enforcement officials	Safety Manual; incident command; philosophy of safety; \$10,000 deductible; all staff live on property; weekly training; walk-through inspections