



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Exploration Discovery Growth

Outdoor Education Experience

Group Leader Information Guide

YMCA Camp Classen



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WELCOME!

YMCA Camp Classen allows you and your group to discover the wonders and sites of the outdoors through our values-based programs that emphasize caring, honesty, respect and responsibility. Our curriculum is designed to be a hands-on, fun way to learn and experience outdoor learning and educational programs. Come experience the outdoors with us!

DEAR GROUP LEADERS,

Welcome to YMCA Camp Classen! Hopefully you will find this leader's guide important information that will help you to have clear expectations of your time at camp. It should also aid in creating a program that will be meaningful and beneficial to your group. Whether you're looking for an environmental education trip, a teambuilding adventure, or a combination of the full camp experience, we can help customize a program to meet your school's particular needs.

Our staff are energetic, committed, cause-driven people and want you and your students to have a wonderful experience here at camp. We believe very strongly in the value of what Camp Classen holds and we want your time at camp to be an opportunity for students to grow spirit, mind, and body. We are devoted to helping you achieve these goals. Please let us know how we can best assist in your school's preparations.

Our staff wants to be as involved in your camp as is helpful for you. We are happy to assist you with the entire experience, including upfront planning, scheduling, cabin assignments, running mealtimes and leading your camp activities. Or, if you prefer to run your own program, we are happy to support you in whatever ways you find helpful.

We look forward to working with you!

Sincerely,

Stephanie "Captain" Williams
Senior Director of Program
YMCA Camp Classen
Swilliams1@ymcaokc.org
W 580 369 2272 ext. 7051

PREPARING FOR CAMP

Trip Planning Timeline

2 months – 2 years prior:

- Call the Camp Office at 580-369-2272 or email Guest Services Director at sjolly@ymcaokc.org to check date availability on the Camp Calendar.
- When you chose your date, please go online at www.ymcaokc.org to fill out our online registration form. Be ready to provide contact information, an estimated number of students and chaperones, and activities desired.
- A contract will be emailed to you. Your dates will be held, but are not guaranteed, until we receive the completed contract and deposit. Mail or email or the contract.
- Your 10% deposit is not officially due until December 31st for Spring groups and the first of June for Fall groups, but it must be received to guarantee your dates officially on the camp calendar. We will not give dates away without first attempting to contact you in regards to your incomplete contract or deposit.

2 – 4 months prior:

- Work with the Senior Director of Programs to setup your schedule and cabin assignments.
- Finalize activity schedule.

2 weeks prior:

- Report your final numbers, food allergies and dietary needs for the food service order.
- Gather any program supplies, first aid supplies, decorations, snacks, etc. you plan to bring for your trip. **Decorations – Please only allow Painters tape and command hooks
- Finalize student cabin assignments.

2 days prior:

- Make sure all waivers and other required forms have been submitted via our online portal.

Arrival/Departure Procedures

Arriving at Camp

- Arrival time will vary on the day and group, access to the cabins will be after 11:00 am. (time may vary based on schedule and cleaners)
- Move luggage into cabins.
 - After luggage is moved in all cars must be moved to a parking lot.
 - No overnight parking at the Activity Center or Dining Hall.
 - Road by dining hall/Activity Center must remain open and unblocked for emergency vehicles at all times.
- All guests meet with the camp staff for a welcome, orientation and rules. We will also have a parent meeting to go over details to make your week run smoother. We'll cover how we deal with weather, emergencies, maintenance issues, and when the coffee goes on in the morning.
- If you plan to decorate cabins we please ask that you use blue painters tape and command hook. (please no staple guns, duct tape, nails, etc)

Departing Camp

- Cabins must be empty and cleaned by 10:00am the day of departure. All luggage should be taken to loading zones.
- Clean cabin before or after breakfast, depending on breakfast time.
 - Be sure that all personal belongings have been removed from the cabin.
 - Sweep the inside of the cabin.
 - Tidy up the sink area.
 - Empty the cabin trash into one of the dumpsters behind the Dining Hall.
 - Pick up litter in and around the cabin.

Considerations for Group Leaders

- The more planning you do upfront, the better your experience will be.
- Our Senior Director of Program and Asst. Program Director are available to be as involved in your planning process as you desire, including teacher / parent meetings, schedule permitting.
- We would strongly advise that you limit the number of vehicles brought to camp. Consider asking your chaperones to ride on the bus or carpool.
- We advise all group leaders to consider some form of screening for each staff member, volunteer, or chaperone attending camp with your group as they will be in direct contact with children.
- Some groups like to bring snacks for students to take with them on the trails. Please keep in mind we are a nut free facility.
- If you are expecting additional guests during the week, please let us know in advance. If guests join you for a meal, there is an additional cost per meal.

Healthcare Planning For Group Leaders

- All rental/user groups are responsible to bring their own first-aid supplies and equipment and provide first aid/emergency care to participants.
 - If a significant medical event arises, please contact EMS first, then contact a member of YMCA Camp Classen Staff.
- If a medical emergency arises and a trip to a medical facility is needed, the rental/user group will be responsible for transporting their participants in their own vehicles.
- If any medication is brought onto YMCA Camp Classen property that is required to be kept in refrigeration, please let the Senior Director of Programs know ahead of time to coordinate refrigeration use.
 - If any other medical supplies need special storage, please contact the Senior Director of Programs to arrange.
- All YMCA Camp Classen staff is trained in First Aid, CPR PRO, AED, and O2 administration. However, it is our policy that groups should provide an adult with the following qualification to be on duty for emergency care:
 - CPR/AED certification from a nationally recognized provider.
 - First-aid certification from a nationally recognized provider.
- YMCA Camp Classen advises all group leaders to have the following with them at all times during their stay:
 - Names and addresses of all participants
 - Emergency contact names and numbers
 - A list of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site
 - For minors without a parent on site, signed permission to seek emergency treatment

If any first aid care is provided to participants while on YMCA Camp Classen property, please contact the Senior Director of Programs so that an incident report may be filed.

Camper Packing List

Recommended Items:

- Tennis Shoes (extra pair if possible)
- T-shirts
- Shorts
- Jacket
- Pants
- Underwear
- Hat/Gloves for cold weather
- Socks: 2 per day
- Towel and washcloth
- Toiletries – soap, shampoo, toothbrush, toothpaste, deodorant
- Pajamas
- Shower shoes
- Cap or hat
- Backpack to carry around camp
- Things to keep in backpack:
 - Sunscreen
 - Water bottle
 - Bug spray
 - Flashlight
- Poncho or rain jacket
- Sleeping bag OR sheets and blanket
- Pillow

Optional:

- Money for trading post (*Items range from \$0.50 to \$30. Snacks, Drinks, Apparel & Souvenirs.*)
- Journal
- Book for quiet time
- Stationary, envelopes, stamps
- Camera (disposable is a good idea)

Things to leave at home:

- Electronics,
- Cell phones
- Expensive jewelry
- Knives, weapons
- Gum
- Shaving cream, chalk, silly string

Camp Facilities

Sleeping areas:

- All cabins have central heat and air. Cabin temperature is monitored by camp staff.
- Cabins sleep 10 – 14 people each (5 – 7 bunk beds per cabin).
- All cabins have a toilet and sink with accessibility to a shower house for showers.
- 7 cabins have a private shower: Davis R, Davis L, Ricks R, Ricks L, SGH R, and SGH L.
- The Activity Center has 3 showers in the “B” hall and 3 showers in the “G” hall. Additionally, B1 and G2 each have a private shower in the room.
- SGH L&R is wheelchair accessible.
- POORBOY – is a single family or leader cabin with a queen bed and 1 double bunk bed. It also has its own bathroom and shower.

Other Facilities:

- Dining Hall – seats 180 (including covered porch seating), fireplace.
- Nature Center Forest Room – tiered carpeted room great for guest lectures and presentations. Any A/V equipment should be brought by presenters.
- Nature Center Prairie Room – science lab with room for 45 students.
- Griffith Lodge – camp store, sitting area and fireplace.
- Activity Center – gym and outdoor fireplace. Center room between sleeping quarters can be used for crafts, games, storage, nurse headquarters, etc.

Cabin Capacities

Activity Center G2	10
Activity Center G4	10
Activity Center G6	14
SGH R Longhouse	12
SHG L Longhouse	12
Farris	12
Avey	12
Fain	12
Earp	12
Rose	12
Davis L Longhouse	14
Davis R Longhouse	14
Bragg	12
Peck	12
Baird	12
Activity Center B1	10
Activity Center B3	10
Activity Center B5	14
Clements	12
Heidbrink	12
Ricks L Longhouse	12
Ricks R Longhouse	12
Prichard	12
Buttram	12
Browne	12
Everest	12
Sohlberg	12
Anthony	12
Smith	12
Laughlin	12
Poorboy**	3



T	16	PECK	12
U	3	BAIRD	12
ACTIVITY CENTER			
V	25	B1	10
V	25	B3	10
V	25	B5	14
V	25	G2	10
V	25	G4	10
V	25	G6	14
W	17	POOR BOY	3

K	8	CLEMENTS	12
L	21	SHDEED GODFREY HAYES (SGH) LEFT	12
L	21	SHDEED GODFREY HAYES (SGH) RIGHT	12
M	13	FARRIS	12
N	2	AVEY	10
O	12	FAIN	12
P	10	EARP	12
Q	20	ROSF	12
R	9	DAVIS LEFT	16
R	9	DAVIS RIGHT	16
S	5	BRAGG	12

A	15	LAUGHIN	12
B	1	ANTHONY	12
C	22	SMITH	12
D	23	SOHLBERG	12
F	11	EVEREST	12
F	6	BR-OWNE	10
G	7	BUTTRAM	12
H	18	PRICHARD	14
I	14	HEIDBRINK	12
J	19	RICKS RIGHT	12
J	14	RICKS LEFT	12



CREATING YOUR SCHEDULE

Step one is to schedule a meeting with our Senior Director of Programs. They will walk you through setting up your activity schedule. You will be able to choose your hikes, activities, and evening programs and we will plug it all into a schedule for you.

Half week groups will be able to choose 2 hikes, 4 activities, and 2 evening programs.

Full week groups will be able to choose 3 hikes, 6 activities, and 4 evening programs.

Meal times with their corresponding activity and hiking times will be assigned.

Trading Post is available, but needs to be scheduled.

We have examples of student booklets to share to help you build handouts for your students and parents.

PROGRAMMING / ACTIVITIES

Hiking Trails / Classes

One of Camp Classen's greatest assets is the access to some of the finest hiking trails in Oklahoma! We have three main established trails complete with curriculum tailored for each trail's specific features and geography, as well as, a multitude of other trails right on our property available to explore. The trails are designed for your teachers to lead the hikes and teach the curriculum for each hike from our trail cards. Arrangements can be made for teachers to be trained on the trails.

Warren Mountain Trail

Meets at the Archery Range for a bus pick up

This 2.5 mile trail gives the students a chance to learn and see examples of the Eastern Deciduous Forest, the High Prairie Grassland, travertine deposits and other rocks, erosion and weathering, and indigenous plants and animals to name a few. There are several creek bed crossings, waterfalls, and a fun rock scramble along the way!



Lick Creek (Fossil) Trail

Meets at the Dining Hall

This 1.5 mile trail gives the students examples of how geological and human factors impact the physical landscape and biological communities. They will get the opportunity to see examples of weathering and erosion in the form of a large canyon, waterfall and will also be able to search for ancient fossils in our fossil pit.



Classen Lake Trail

Meets at the Lodge

This 1.3 mile trail walks the border of our beautiful Lake Classen. It will give the students the chance to explore the different cycles in nature and their relationship to plant and animal communities. The students will get to perform a percolation test on the soil and several tests to determine the health of the water and how the water cycle is sustained.

Activities / Recreation

Camp Classen has so much to offer your school group. Along with miles of hiking trails, waterfalls, lakes, and the rolling Arbuckle Mountains, we can offer your group many options for camp activities and recreation. Below are some fun examples to help you organize your time.

We offer up to 4 staff led activities at one time, (horse rides count as 5) additional activities may be added as teacher or self led activities.

Archery (Staff Led)

Meets at the Archery Range

Learn how to properly practice the art of archery at our Archery Range. Participants will learn how to use a bow and arrow properly. We have a covered deck with archery stations for up to 5 participants shooting at a time.



Recommended Capacity: 15-20 students / group



Kayaks / Boating (Staff Led)

Meets at the Waterfront

Get out on the water on our beautiful Lake Classen! Led by our staff, students will learn how to successfully operate a paddle and kayak on the water.

Fishing (School Led)

The Fishing Dock is behind the East side of the Lodge

We have several areas designated for fishing at camp. Fishing poles and bait are not provided. This can be done during a activity period, or during free times.



Teambuilding Challenge Course (Staff or School Led)

Meets at the Activity Center

Led by one of our trained staff, our teambuilding course allows students to overcome



challenges and goals through a series of low ropes elements or group initiatives. This fun obstacle course is a means to empower students to learn how to effectively contribute to a common goal and develop group skills, effective communication techniques, and bond as a group.

Recommended Capacity: 15-20 students / group

BB Gun, Rifle Range (Staff Led)

Meets at the Rifle Range

At our rifle range students will get the opportunity to learn how to safely load and fire at a target (that they will get to take with them). We have a covered deck with stations for 5 participants shooting at a time.

Recommended Capacity: 15-20 students / group



Horseback Rides (Staff Led) (call for additional cost \$)

Meets at the Archery Range for a bus pick up

Come ride our well trained horses at our very own Collins Ranch! Students will get to go on a trail ride in the Arbuckle's after being instructed on how to safely control a horse. Students will also participate in a safety and science demonstration with our Equestrian Director.

Max Capacity: 20 riders



Atlatls (Staff Led)

Meets at the Atlatl range

Learn the ancient art of throwing an atlatl. An amazing marksmanship activity that will take you back through time!

Recommended Capacity: 15-20 students / group

Primitive Fire Making (Staff Led) O.W.L.S. Outdoor Wilderness Living Skills

Meets OWLS training area

Students learn to make primitive camp fires with flint and steel, just like the pioneers! This super popular new activity leads students through fire safety and science, through an amazing hands on living history experience.

Recommended Capacity: 15-20 students / group

Tomahawks (Staff Led)

Meets at the tomahawk range.

Join us to learn how to handle and throw tomahawks. A fun, exciting addition to our lineup of marksmanship activities.

Recommended Capacity: 15-20 students / group



***** New Classes added**

Aquatic habitats - Each group will begin with an introduction about fresh water, the difference between a lake and a pond, and the difference between good and bad water in ecosystems. The group will then break into smaller groups and explore the lake. The goal is to see what types of organisms they can find in an attempt to determine the water quality of the lake.

- **OKLAHOMA ACADEMIC STANDARDS:**

- **Science**

- 5.LS2.1 Develop a model to describe the movement of matter among plants, animals, decomposers, and the environment.
- 5.LS2.2 Use models to explain factors that upset the stability to local ecosystems.
- 5.ESS2.2 Describe, and graph amounts of saltwater and freshwater in various reservoirs to provide evidence about the distribution of water on Earth.

Predator & Prey - Each animal group will travel to find the food, water and shelter necessary for survival. Armadillos and Hawks do not need to gather food, as they will eat (tag) animals that are lower on the pyramid for sustenance.

- **OKLAHOMA ACADEMIC STANDARDS:**

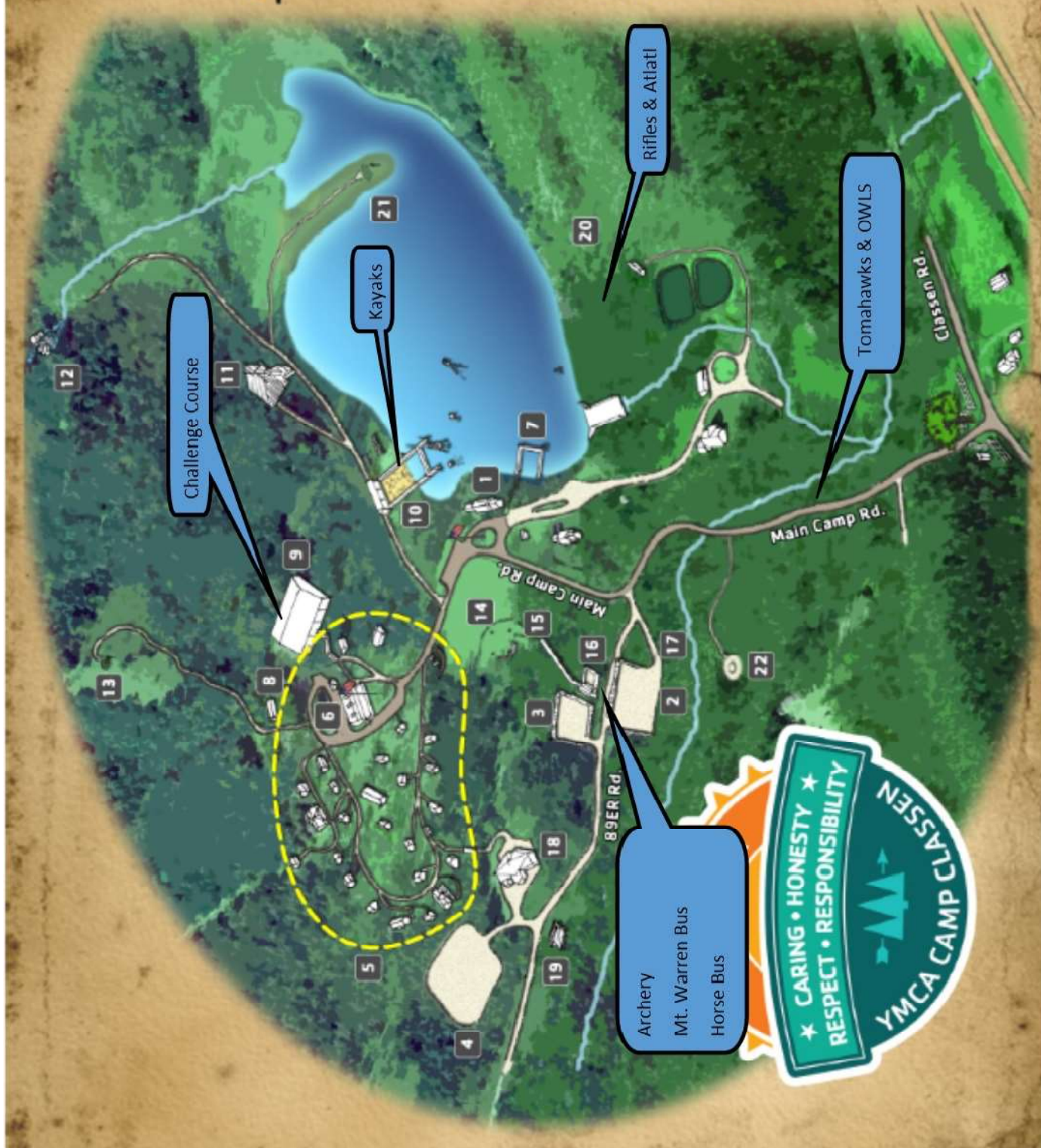
- **Science**

- 5.PS3.1 Use models to describe that energy in animals' food (used for body repair, growth, motion and to maintain body warmth) was once energy from the Sun.
- 5.LS2.1 Develop a model to describe the movement of matter among plants, animals, decomposers, and the environment.
- 5.LS2.2 Use models to explain factors that upset the stability to local ecosystems.
- 5.ESS3.1 Obtain and combine information about ways individual communities use science ideas to protect the Earth's resources and environments.



LEGEND

- 1 - Camp Office / Griffith Lodge
- 2 - Parking Area A
- 3 - Parking Area B
- 4 - Parking Area C
- 5 - Main Camp (see reverse)
- 6 - Dining Hall
- 7 - Fishing Docks
- 8 - Maintenance
- 9 - Meade Activity Center
- 10 - Beach
- 11 - McCleod Chapel
- 12 - Classen Falls
- 13 - Vesper Mountain
- 14 - Activities Field
- 15 - Rock Throw
- 16 - Archery Range
- 17 - Rock Climbing
- 18 - Eberly Nature Center
- 19 - Skeet Shooting
- 20 - Riflery Range
- 21 - Mini Chapel
- 22 - King's Ridge



Challenge Course

Kayaks

Rifles & Atlati

Tomahawks & OWLS

Archery
Mt. Warren Bus
Horse Bus



There is so much to do when the sun goes down at camp. Below are some of the options we have available, but we can accommodate most anything your school would like to do!

Staff Led Events

Night Hike

Meets at the Dining Hall

A night hike is one of the most memorable experiences we have at camp. Hike up to the top of Vesper Mountain, one of our best lookout points. You can see the nearby city lights and the stars are incredible on a clear night. Feel free to just take a hike or you can combine this with our astronomy or sensory awareness classes.

Sensory Awareness

Meets at the Dining Hall

This activity lets the students explore their 5 senses using different interactive games. Led by one of our instructors, your students will learn and experience the differences the night plays on our ability to function in the dark and how some animals are able to overcome those challenges.

Astronomy

Meets at the Dining Hall

The stars are amazing out at camp away from the big city. Students will learn the main circumpolar constellations and some of the ancient stories behind each. Astronomy is a great way to gain perspective on how our planet fits in with the rest of the universe and how small we really are. You may even see a shooting star.

Other Evening Activity Ideas

Bonfire / S'mores

What better way to end the day than with a bonfire and s'mores. We have several outdoor locations to pick from or if the weather is bad, we can use one of our covered or indoor facilities as well. We will build the fire and deliver your supplies, all you have to do is roast some marshmallows!

Skit Night

Skit night is a great way to connect with your students in a different way outside of the classroom. Camp songs and skits are always fun, whether they are done by individuals or cabin groups. The teachers sometimes even get in on the act! Skit night can be held in the Nature Center, Activity Center or Chapel.

Guest Presenter / Entertainer

Groups often bring in outside guest presenters. From exotic animals, to snakes, to flag retirements, this can be a great way to enhance your students night.

****If you need presentation ideas contact the Senior Director of Programs for some possibilities.*

Field Games

Field Games are in the Activity Field

Students never seem to run out of energy. Wear them out with a group game or activity on our Activity Field. Dodgeball, kickball, and capture the flag are all popular choices.

Dance

Meets at the Activity Center

A great way to kick off the week is by having a school dance. Put together a sound track, and get the party started! We have a sound system available that can connect to either blue tooth, or a standard 1/8" headphone jack.

MEAL TIME PROCEDURES

There are a lot of fun mealtime traditions here at camp. We would love if your school would join with us in these routines for mealtimes. These are not only fun for the students, but a good way to have some order during what can be a very chaotic process at camp.

Clean Up Crew

At Camp Classen, we believe a little bit of responsibility is a good learning experience for our campers. That is why we have created Clean Up Crews.

How It Works

The school assigns each cabin group at least one clean up duty during their stay at camp. If assigned as the Clean Up Crew, that cabin will stay late after the assigned meal and assist our staff by spot sweeping the dining hall. (Each cabin group is responsible for bussing and wiping down their own table before leaving the dining hall.)

Arriving at the Dining Hall

Every school does this a little different...below are some ideas that you can do.

Please be 15 minutes early for each meal serve time if you would like to do roll call and announcements.

School led

Lining Up / Roll Call

Before entering the dining hall, it works well to have each boy's cabin line up on the railroad ties next to the road and each girls cabin line up on the railroad ties opposite of the boys. Once every cabin is there, a teacher can do a "roll call." The cabin groups respond by simply saying their name, or it is always fun to have them create a cabin cheer prior to meals.

Flag Raising and Lowering

Another tradition at camp is the flag raising and lowering ceremony. After roll call is complete, you can have a cabin assigned to raise or lower the flag. During this time, there should be complete silence and all hats should be off. Once the flag is raised, that cabin can lead the group in the pledge of allegiance.

Announcements

Meals are one of the few times during the day that the school is all together in one place. This is a great opportunity for teachers and staff to make sure each cabin is accounted for and to make

announcements. Once flag raising or lowering is complete, any announcements can be made by teachers and camp staff before the students enter the dining hall.

In the Dining Hall

We have this process down to a science! There are procedures that we will go over once your group arrives at camp to make sure everyone has a full belly and that the process is as smooth as possible.

Allergies and Dietary Requests

Camp Classen is a peanut and tree-nut free facility, and we can have many dietary options available at your request. Please email our Senior Director of Programs for any food or allergy concerns and dietary requests you might have.

EMERGENCY PROCEDURES

In the event of a major crisis at Camp Classen, the following procedures will be followed:

- Notify a crisis team member immediately by either stopping at the office, ringing the bell continuously, or contacting them by cell phone.
- **If medical attention is needed, contact EMS first.** Then follow normal lines of communication.

The Crisis Team is comprised of the following:

Camp Classen Main Office	580-369-2272
Stephanie "Captain" Williams, <i>Senior Director of Programs</i>	817 287 8465
Jason Brown, <i>Executive Director</i>	936-327-0583

General Medical Emergencies

- If the bell is rung continuously or car horn is sounded continuously, all campers and staff will report to the Dining Hall, enter and sit quietly with their cabin group.
- At the Dining Hall, teachers will get a head count and TAKE ROLL of campers and staff. No one except Crisis Team members or group leader should be sent to the site of the accident.
- Crisis Team member and group leader will coordinate the following:
 - Notification of the proper authorities.
 - Notification of parents/guardians of campers and staff if applicable
 - Sending someone to I-35 Bridge to meet authorities.
 - Administering immediate first aid if needed.
 - Coordinate search and/or rescue if needed.
- Should a camp evacuation become necessary for any reason, the Director will contact Davis ISD and local churches for use of buses and vehicles.
- Witnesses should be kept separate from all campers and staff (except Crisis Team Members), and should record on paper everything they witnessed.
- The ONLY spokesperson for camp (in the event of media, onlookers, etc) is the Executive Director.

Fire

- Clear all campers and staff from the area and take them to the Dining Hall. Take roll.
- Notify local fire department. 911
- Notify Camp Staff.
- Crisis team meets at the bell.
- Counselors/Teachers and Chaperones assemble all campers in the dining hall sitting in cabin groups at their assigned tables. At Main Camp, if the fire is in the dining hall, assemble in activity center sitting in cabin groups. At Collings Ranch, meet at dining hall or if the dining hall is on fire, at the arena.
- Office Manager will cover phone calls and notify camp directors.
- All campers will remain in assembled area until directed otherwise.

Tornado

- Camp Directors will stay informed of possible severe local weather conditions through the National Weather Service and radio broadcasts.
- Group leader and chaperones will be kept informed if there is a tornado watch or severe weather in area.
- If it is decided by the camp administration, school staff, the weather reports that a tornado is imminent, or you hear the Davis tornado siren go off, return to cabin area and enter the shower house.
- The director will work to alert guests on trails and get them back to shelter if it can be done safely before a storm arrives. However, if caught on the trail or away from camp, you are to seek immediate cover, sitting or lying down in a low area with tree cover.
- The Director and school staff will decide when to resume the normal schedule.

Flooding

- Though severe flooding is not likely, the creeks may rise suddenly making areas impassable. In this event, campers and staff are to stay away from swollen creeks.
- If evacuation from area is necessary, the Director will determine evacuation method.
- The first people served will be those in the most danger.
- Do not cross the 89er bridge if water is running over it.

Waterfront Emergencies

- The Waterfront staff member or certified lifeguard in charge is to clear the waterfront of all campers.
- If someone is missing, actively drowning or drowning, a staff member will be sent to alert EMS first and then the Director.
- Staff at the scene, under the direction of the Waterfront Staff, will conduct a search and administer first aid as necessary.

Lost, Missing or Runaway Persons

- Students should always be with an adult to prevent this problem.
- Any camper missing at recognized gathering times such as meals, evening activities, etc should be sought for in the following manner as appropriately and as quickly as possible:
 - Notify the Crisis Team of the situation.
 - At the chaperone's discretion, he or she and the cabin group should check the likely places where the camper is rumored to have gone, frequents, etc.
 - Check common areas, rest rooms, dining hall, shower house, cabin, etc.
 - Question the waterfront staff if camper has/had been seen.
- If camper is still not found, then all "free" staff will be called to begin a thorough on-camp search. Simultaneously, camp vehicles will be used for an off-camp search and boats will be used for a lake shore search.
- While camp vehicles are looking, the decision will be made by the Camp Director to notify the Sheriff's office.

This is the procedure for a "lost camper." It is best that the "whole" camp and especially the campers not be made aware of any potential missing person, unless it is believed that they would be of assistance in finding the person.

Visitors

- All visitors are required to check in at the camp office located at Griffith Lodge or with one of the directors.
- It is the responsibility of all staff members to direct visitors to the office. Anytime a staff member comes in contact with someone he or she does not recognize, the staff members should introduce him or herself and ask if he or she can be of any assistance.
 - At that time if the person is an expected visitor, he or she should be directed to the office to check in and receive a visitor tag to wear while on camp. Otherwise, he or she should be asked to leave camp.
- At no time should a visitor be allowed to travel anywhere on the camp unsupervised.

Intruders

- In the event that there is an intruder on property, the first action to be taken is to move campers to a safe location.
- Notify Crisis Team of intruder.
- Crisis Team will then locate and attempt to isolate the intruder. A Camp Director will contact the Murray County Sheriff's Department to report the intruder.
- Using sound judgment and insuring the safety of the members of the Crisis Team, the intruder will be isolated and turned over to the proper authorities when they arrive.