

Camp Alleghany Green Team Handbook

Welcome to Camp Alleghany! We are pleased to have you working on the Green Team this summer. There are two different groups of “grounds” employees at camp: the **Green Team** and the **Maintenance Staff**. The Maintenance Staff takes care of large-scale maintenance issues around camp such as facility repairs, plumbing issues, equipment repairs, and the majority of the grass cutting. Garrett O’Dell is the Facilities Manager at Camp Alleghany is in charge of both the Green Team and the Maintenance Staff. Garrett reports directly to Sam Dawson, the Director. Garrett will create the weekly Green Team schedule and delegate jobs and responsibilities throughout the week. It will be your responsibility to see that your duties are completed every day in a timely fashion, and that you are available to help with other duties as they arise during the day. Below is an outline of the Green Team’s role at camp, and a guideline of your main duties and responsibilities while working at Alleghany.

I. Professionalism and Character

The following is a list of qualities we seek in each Green Team member when hiring for the summer. While the examples that follow each characteristic are just a few situations you may encounter at camp, once hired by Alleghany, you are expected to uphold these qualities at all times and in any given situation.

1. **Initiative**—be willing to help out, volunteer to help when needed, don’t be lazy in the tent and wait for others to do a job you could get done. Display a strong **work ethic**.
2. **Assertiveness**—be confident in your position; tell visitors they can’t come in to camp unless they have called ahead and planned with Sam or Elizabeth; tell locals they must find another location to park and float down the river since this is private property; don’t be afraid to contact Sam or local authorities if you feel the safety of camp is compromised.
3. **Responsibility**—keep the river front clean, keep track of and TAKE CARE OF the walkie talkies, keep the outside of your tent clean (no trash piling up around the tent), complete all duties as assigned.
4. **Professionalism**—look nice on opening/closing/parent visitation days, present yourself well to parents and visitors, take regular showers so you look and smell pleasant, ask for help when you need it, **refrain from using foul language around campers or parents**.
5. **Relationships** with counselors and campers—the campers are absolutely off limits, you may not so much as engage in conversation with them. Fraternization with the campers will result in dismissal of a Green Team member. If you feel that a camper or campers are talking to you too much, please bring this to the attention of Elizabeth immediately.
Relationships with counselors are acceptable, **but never in front of the campers**. You may be friendly with the counselors, spend time with them during their time off, but campers must never witness this. Use your best judgment. Counselors are never allowed in your tent, and camper/counselor tent row is off limits to the Green Team, unless you have a job to complete on tent row. Counselors and Green Team members who are found engaging in inappropriate actions will both be dismissed.
6. **ATTITUDE**—negative attitudes are contagious. Complaining gets you nowhere, and if there is a problem you need to take it up with Garrett, Sam, or Elizabeth. Complaining in front of the counselors is especially detrimental to the morale of camp. PLEASE refrain from complaining or having a negative attitude around the campers and counselors.

II. Green Team Duties

The Green Team members have 3 main jobs that are rotated on a weekly basis:

1. River duty
2. Dish duty
3. Swing duty

There are also 2 Green Team leaders who will alternate that position. You will perform one duty for a week, after which you will rotate and perform another duty the next week, and so on throughout the summer. Below are detailed job descriptions for each Green Team duty.

1. River Duty

The Riverman is the main man on duty at the river during the week. He must stay at the docks all day, except for when the river is closed. Anyone needing to get across the river will be taken across as needed. This includes counseling staff, campers going on hikes across the river, medical staff, food deliveries, mail deliveries, etc. If someone unknown arrives at camp and wants to come in, please check with a Director to make certain this person is expected. If locals want to use our dock to put in rafts and float down the river, they must be told that this is private property and they need to find another place to put in.

The Riverman is in charge of keeping the docks free of trash, the gravel raked, and the boats bailed and sponged clean. These duties should be performed on a daily basis. Any lost and found should be given directly to Elizabeth or a Head Counselor. Trash should be thrown away, recycling should be put in the bin, and Lost and Found should be taken to the Post Office. This is the first area any visitor sees when arriving at camp; PLEASE KEEP THE DOCK CLEAN!!

Schedule:

7:30am: Breakfast

8:00am- 1:00pm: River duty

1:00pm-2:45pm: Lunch and Rest Hour

2:45pm-6:15pm: River duty

The river is closed every day from 1pm to 3pm. That said, there will be times when someone or something will need to cross the river during those hours. All efforts should be made to find another Green Team boy (should be a Swing Man) to cover the river in these instances, so the Riverman can get a break. Remember the guy who helps you, because you'll be returning that favor soon enough.

The Riverman needs to be back at the docks after Rest Hour every day by 2:45 to bring counselors in who have been on time off; this is especially important because counselors must be present at their duties at 3:00 p.m. sharp. He will finish river duty at 6:15 p.m. every evening, at which time any counselors leaving camp for the evening should be gone. It is their responsibility to be there on time, but it is nice to give them some leeway.

2. **Dish Duty** (2 at a time on duty)

The Dish men are responsible for washing the dishes in the kitchen after every meal. The Dish men are also responsible for helping with the morning trash run every day, after the dishes are complete. While in the kitchen washing dishes, you are under the direct supervision of the Head Chef, Hazel. You jump when she says jump (in other words, she is your boss when you are in the kitchen).

Schedule

7:30 a.m.: Breakfast

After Breakfast:

- Wash dishes until they are finished
- Empty and dump the silverware dishwater and spray down the tub after EVERY MEAL
- Gather trash for the trash run (pull the trash bags out of the cans and put them out back for the Trash Run)
- Help the Swing man with the Trash Run every morning

After dishes/trash run are finished: You must stay in camp and be available for any work that needs to be done. This may include cutting grass, small repairs around camp, helping Garrett, etc. You may take a nap in the tent if you wish, but you must be ready to help when you are needed.

12:00 p.m.: Lunch

After Lunch: Wash dishes again (same as above, no Trash Run in the afternoons)

After the dishes are finished, again you are somewhat free, but you MUST stay in camp and be available whenever anything needs to be done. You are allowed to spend time in the tent, but you must be within arm's reach of Garrett. Enjoy the free afternoons when you get them.

5:30 p.m.: Dinner

After Dinner: Dishes again

3. **Swing Duty**

Each day, one Green Team member is off duty and may go in to town, relax in the tent, or do whatever he pleases. It is his day off and he is not responsible for any duties in camp whatsoever. The Swing man's job is to take the job of whoever has off that day. For the entire week you will be the Swing man, which means you will have a different job each day, depending on who is out. Read the above job descriptions to know what your duties will be each day.

4. **Green Team Leader (2)**

Must have served 2 years on Green Team to hold this position, and must hold valid drivers license. Responsibilities include:

- Food Pick Up
- Mail Pick Up
- Picked up all recycling at the Store, Post Office and kitchen and stored until delivery
- Deliver recycling two days a week
- Report to Garrett at 8:00 am each day to discuss daily schedule
- Issue green team schedule of duties each Friday for following week.
 - Schedule will be structured by Garrett and GT leader in weekly meeting to take place on Fridays at 2:30
- Responsible for radio calls after 4:00 pm. Will be given Garrett's cell phone number for emergencies

The Green Team leader is not a supervisory position, rather it is a leadership role to help out the new Green Team members.

Thursdays

On Thursdays the Kitchen and Dining Hall are swept and mopped. The Dish men will start as soon as the dishes are finished, and the Trash Run is over. Everyone else except the River man must join and help once any morning duties have been completed. Hazel will instruct everyone as to how to do this task.

Lunch on Thursdays is slightly different, as the campers and counselors have a picnic-style lunch outside called Lunch Under the Apple Tree. You may eat in the kitchen if Hazel allows it, or you may wait until Lunch Under the Apple Tree. There are no dishes to be washed after Thursday's lunch, but **the 2 Dish men are responsible for loading the food in to the truck and taking it (and Hazel) down the hill at the determined time.** Hazel will instruct you what to load, when to load it, etc.

Fridays

All Green Team members will meet on Friday at 3:00 p.m. to discuss the weekly activities.

Sundays

Sundays operate on a different schedule. Camp wakes up an hour later, and regular activities are not held. No one is off on Sundays. The following are instructions for Sundays:

8:00 a.m.: Breakfast

After Breakfast, the Dish men stay and do dishes, then a trash run as normal.

Riverman—you need to be at the river immediately after breakfast. You will need to get the keys from the Garrett or Sam to unlock the barge and bring it over for the trash run, and you will need to be ready to take a barge load of Catholic campers and counselors out of camp at 10 a.m. sharp. They should be back in camp around 12:00 p.m. so be ready to bring them back in to camp at that time.

Swing Man—you will help the Riverman in the morning.

Dish Men—there are no dinner dishes on Sundays, so you may help the Riverman in the afternoon, or help in any other capacity if needed.

On Sunday night the river is closed and no counselors are allowed out of camp.

Evening River Duty

Every night (except for certain exceptions) there will be one Green Team member on River Duty. This rotates daily throughout the week. You must watch the river from 8 p.m. to 12 a.m. and bring any counselors back in to camp who are on time off. **YOU MUST STAY UNTIL MIDNIGHT** unless otherwise directed by Garrett or a Director. One Head Counselor will also be on duty checking the counselors back in; if she indicates that everyone has returned before midnight, you may check with Garrett or Sam to see if you can finish early.

Opening and Closing Days (the beginning and the end of each camp session)

Garrett will give detailed instructions for Opening and Closing Days. 2 Green Team members will be on River Duty all day, and 2 Green Team members will stay on the parking lot side of camp all day and help unload cars/buses. Garrett and one other staff member will usually each drive a truck filled with luggage, and the remaining Green Team members need to ride with one of the trucks and help unload the luggage in the tents.

III. General Alleghany Information for Green Team Members

LAUNDRY

- A washer and dryer are located in the building next to the Green Team tents. During the day, these need to be used by our cleaning staff, but you may use them after 4:00 p.m. any day. There is a sign-up book located in this room; please sign up to do your laundry, and please try to wash your clothing on a semi-regular basis.

MAIL

- Mail is distributed daily, except Sundays, at noon. Green Team may pick up their mail at the camp Post Office. Slots for outgoing mail are located at the Post Office and the Sugar Shack.

MONEY/PERSONAL ITEMS

- ***Tips/Gratuities***
Staff members are not to accept any tips or gratuities from the parents or relatives of campers.
- ***Staff Members' Money and Banking***
Staff members are encouraged to keep very little money in camp. There are ATMs in Lewisburg. The Green Team gets paid every 2 weeks, and there are several banks in Lewisburg where you may cash your checks.
- ***Personal Items***
Staff members are welcome to bring sports equipment to camp. However, any rifle or archery equipment must be kept locked in the hut at the appropriate range. Alleghany is not responsible for your personal belongings so please keep valuable items at home. Weapons and animals are strictly prohibited at Camp Alleghany. If you choose to bring your vehicle to camp, it must stay in the parking lot across the river. Camp is not responsible for your vehicle while you are at camp.

TELEPHONES

- Campers may NEVER use a telephone in camp unless explicitly instructed by a director.
- Campers are not allowed to possess or use a phone under any circumstances.
- Counselors may use their cell phones during three times of the day:
 - 5:00pm free time
 - After dinner
 - After Taps
- Green Team may use their cell phones during the day **as long as you are not busy**. If a task comes up that you need to complete, you must finish your phone call immediately.
- Cell phone use should also be restricted to these times unless there is an emergency, and you may only make calls at the docks, the Counselors' Lodge, or your tent. You should NEVER talk on your cell phone in front of campers, on tent row, or in the Dining Hall. Please restrict your cell phone use to inside the Green Team tents or at the docks when you are not busy. *To keep your phone safe and free from damage, you should keep it in your tent rather than in your pocket.*
- The Office phone is for administration and emergencies only.

IV. CONDUCT

- **Representing Alleghany**
 1. All staff members are representatives of Camp Alleghany at all times during their employment. Each staff member is expected to conduct him or herself responsibly both on and off camp property.
 2. If a staff member is wearing Camp Alleghany clothing or carrying an item with the Camp Alleghany logo, he/she must be especially prudent in acting in a professional, mature manner.
 3. **Staff members must refrain from posting inappropriate pictures on the internet that campers or campers' parents may have access to.**
- **Smoking**
 1. Allowed only on the Counselor Lodge back porch or at the docks.
 2. **Allowed only out of view of campers.**
 3. **Absolutely forbidden by campers.**

Specific Smoking Rules for Green Team Members:

Smoking is NEVER permitted inside the tents, period. This is an extreme fire hazard. Smoking is only permitted on the Counselors' Lodge back porch, the river (after 10pm ONLY), or on the back porch of the Crystal Palace, which is the building next to the Green Team tents. Campers should NEVER see you smoking—take special caution when smoking behind the Crystal Palace during the day, as campers often pass that way when going on hikes.

- **Alcohol Consumption**
 1. Staff members under the age of 21 are not to consume alcohol under any circumstances while employed by Camp Alleghany. Immediate dismissal will result. We will also notify the proper authorities and your parents. Underage drinking is against the law and will not be tolerated.
 2. Staff members over the age of 21 are expected to **consume responsibly, if at all**. No warning will be given. If you are caught providing alcohol to those underage you will be fired and the proper authorities will be notified. Alcohol consumption, storage, or any form of possession while on camp side of the river will result in immediate dismissal by the Facilities Director. This means ingestion also. If you decide to drink on the parking side of the river, which is strongly discouraged by Camp Alleghany, you may not re-enter camp until all campers and staff have gone to their quarters. You may then go immediately to your bunk and remain there until morning. You will be required to perform your regular duties. You are a valuable resource to Camp Alleghany and must maintain a solid composure. You are in many ways the security of camp and may be called upon 24 hours a day to help maintain that security. Alcohol has been proven to alter wise decision-making, slows reaction time, and will alter mental capabilities that can result in inappropriate behavior. These rules are in place for the protection of our campers, you, and Camp Alleghany.
 3. Keeping or drinking alcohol on the camp side of the river is **strictly forbidden and will result in immediate dismissal**.
- **Drug use:**
 1. Use or possession of illegal drugs (including improper use of prescription drugs) is strictly forbidden by staff members at any time while employed by Camp Alleghany (whether on or off camp property) and will result in immediate dismissal.
 2. Use or possession of illegal drugs (including improper use of prescription drugs) is strictly forbidden by campers, and will result in immediate dismissal. Staff members who become aware of such conduct must immediately report to the appropriate person in the Chain of Responsibility. Staff members who in any way facilitate a camper's use of drugs will be subject to immediate dismissal.
- **Dating Coworkers at Camp Alleghany**
 1. Camp Alleghany does not prohibit counselors dating other staff members in camp, whether it be a Green Team member or a counselor.
 2. A romantic or physical relationship between a staff member and a camper is **strictly prohibited** and will result in immediate dismissal, as well as Camp Alleghany reporting such a relationship to the appropriate authorities.

3. Campers must NEVER know that two staff members are in a relationship, or a warning will be given and dismissal of both staff members may result.
4. Any form of dating or spending time together physically must be done **off of camp grounds**, or a warning, then dismissal, will result.
5. Staff members' first priority must be their jobs and campers; if a relationship with another staff member is distracting them from their jobs, Camp Alleghany reserves the right to dismiss those staff members.
6. Camp Alleghany does not discriminate on the basis of sexual orientation.

V. Alleghany's Facilities

TENTS: Alleghany houses 64 tents, 31 in Junior Camp and 33 in Senior Camp. Each tent has a raised, wooden platform floor with canvas ceilings and walls. An extra tarp rests on top to keep the campers dry in the rain and cool in the sun. The tents hold five beds, one table, and two hanging shelves for storage. Each tent also has its own clothesline in the back. Four campers and one counselor fit comfortably in one tent.

APPLE TREE: The pair of trees located in the middle of the field between the Arts and Crafts Lodge and Unit 1 of Senior Camp.

COUNSELORS' LODGE: The Counselors' Lodge is the first building that a person encounters upon entering camp. The building has two large rooms, one side is for Banquet preparation and planning, and the other side is used by the counselors for meeting, planning, and relaxing during evening free time. This building is off-limits to campers, and may only be used by counselors during designated times.

COWBELL ALLEY: Next to the Arts & Crafts Lodge is Cowbell Alley, a row of rooms where the camp doctor and other camp staff reside.

POST OFFICE/HEN HOUSE: The small, one-room building with a porch that is next down the road from Cow Bell is our Post Office where mail is collected and distributed. This building was once an office called the Hen House, and the name has stuck!

STORE: Next to the Post Office is the Store, which is open to the campers twice daily. Clothing and basic necessities are available for purchase at both times; soft drinks and candy can be bought after dinner. The Store also sells stamps.

THE COTTAGE: Down the road from the Store is a set of stairs, at the top of which is an old farm house called the Cottage. This building houses the camp offices on the first floor and the directors' living quarters on the second floor.

DINING HALL: Directly across from the Cottage is the Dining Hall, one of the original camp buildings. It has a modern kitchen where the meals are prepared, and two separate dining rooms, one upstairs for Junior Camp and one downstairs for Senior Camp. Leading up to the Dining Hall is a path called the Goat Path that begins at the Play Hall.

WILD WORLD/TENNIS/SPORTS & FITNESS: Just after the stairs is a three-room building that houses the equipment for three departments: Tennis, Sports & Fitness, and Wild World.

THE INFIRMARY: The next building down the road is our Infirmary. It has 3 rooms: one for examinations, one used as a sick room for campers and counselors when necessary, and the third is the nurse's living quarters.

THE BUNKHOUSE: Located directly across from the Infirmary and between Senior Camp tents #17 and #18 is the Bunk House, which is the home and office for the Head and Assistant Head of Senior Camp.

DRY ROOM: Next to the Infirmary is a structure we call the Dry Room. One part is for the campers and counselors to hang their nicer clothing, and the other side is the Mini Camp storage room.

SHOWERS: Next to the dry room are the showers. This building is divided in half with juniors using one side and seniors using the other. Each side has individual shower stalls with curtains.

TENNIS COURTS: There are six all-weather tennis courts in the middle of Senior Camp. Two more are located between Senior and Junior Camp, with a blacktop area for games and a basketball court.

RESTROOMS: On either side of the junior tennis courts are the two restroom buildings. The “Old Johns” or non-flushing toilets are located on the river side of these tennis courts. The “New Johns” or flush toilets, are located on the other side of these courts. The New Johns are divided in half with Senior Camp using one side and Junior Camp using the other. Sinks for washing hands and brushing teeth are located on both the inside and outside of the structure.

PLAY HALL: The Play Hall is located along the road between Senior and Junior Camps, and overlooks much of the camp. It is a large assembly room with rows of chairs, benches, a fireplace, and a stage at one end. It is spacious enough to hold all campers and counselors at one time, and it is where our daily morning Assembly is held, as well as other various all-camp events such as Evening Activities or rainy day games. Attached to the back is the Greenroom where costumes, props, and sets are stored. Both the Drama and Dance department productions are performed in the Play Hall.

OUTDOOR STAGE: A newer addition to Alleghany, a raised platform stage was added to the area behind the Play Hall. This is used for various activities including performances, skits, and Evening Activities.

HICKORY HUT: Located at the corner of Junior Camp nearest the tennis courts is the Hickory Hut. This is the home for the Head and Assistant Head Counselors of Junior Camp. Attached to it is the Sugar Shack, which is the Junior Camp office.

CANOEING HUT: This small building is located at the end of Unit 2 in Junior Camp on the river side. It is the storage building for the canoeing equipment. Just down the rock stairway is the canoe dock. On either side of this walkway the canoes are stored.

ARCHERY HUT: Located just beyond Junior Camp is the Archery Hut. All equipment for the Archery department is kept here.

PURPLE PALACE: This building is the counselor lodge for the Junior Counselors (“JCs”). It is where they have their daily class and meet to plan events and activities. What is inside remains a secret to campers until they are initiated as JCs, so please keeps its contents a surprise for the campers.

ARTS & CRAFTS LODGE: Located just beyond the Play Hall on the back hill is the Arts and Crafts Lodge. The building has a large room for craft-making: sewing, bead work, woodworking, and painting. Behind the building is a spacious screened in porch used for pottery making. The building also has a wrap-around porch that can be used for basket-weaving and tie-dying.

RIFLE HUT: Located up the hill from the Arts & Crafts Lodge is the home of the Rifle Range. All firearms, ammunition, and other equipment are stored and locked in the Rifle Hut building when not in use. There are 12 firing points on the lower range, each with a target rack on a rope pulley so that the targets can be reeled in and out. On a hill above the lower range are four firing points for those campers shooting at more advanced levels.

UNCLE BILL’S CABIN: Behind the Rifle Hut is a two-room cabin with a bathroom in the middle set up as living quarters for extra Camp Staff.

STORAGE BUILDING: Located across from Archery but well away from camper access is a large storage building. It houses the bed frames and tent floors during the winter.

VI. Emergency Procedures

Below are the Emergency Procedures given to all the counselors in the Counselor Handbook. During any emergency at Alleghany, a Green Team member's role and responsibility is to be available to help out in any way. The counselors and campers rely on the Green Team to help keep them safe, however the Green Team members' safety should never, and will never, be compromised. Your duty during an emergency is to be on standby, wait for instructions from the Grounds Supervisor or the Director, and proceed as instructed. Please read below to see where the Green Team is specifically mentioned.

No two emergencies are the same. While the procedures below will serve as guidelines in such an event, it is your common sense and good judgment that will prevail. **Remember that the safety of the campers and staff must always come first!**

ANNOUNCEMENTS:

These codes will be announced over the PA system OR over the walkie-talkie. Please memorize them, and keep them secret from the campers.

NOTE: Cate, as office manager, will have the camp iPad, and a list of things to check off which will help Sam, Bonnie, or Elizabeth to stay focused on the tasks at hand.

Secondly, she will keep careful records of any camper or staff member who is taken to the hospital: which hospital, when, and type of injury.

Thirdly, Cate will have "blast" emails ready to send to all parents when directed so to do.

CODE RED: Fire. Begin the Evacuation Plan outlined below.

CODE BLUE: Flood. Location will be indicated: Play Hall or Dining Hall

CODE YELLOW: Intruder emergency, begin the shelter in place plan outlined below. Everyone will immediately proceed to one of two places: either your tent (night time) or the closest building (during activities).

CODE ORANGE: Search and Rescue. Designees report to search sight immediately.

CODE GREEN: This is the ALL CLEAR. You will need to hear it **twice** by **two** different voices (e.g., Sam and a female voice).

PATROL: Senior Units 1 and 4 and Junior Units 2 and 4 will be given walkie-talkies at night. These are to be kept on all night in case we need to communicate an emergency. During the day, these walkie-talkies will be kept off and charging in the Bunk House and Hickory Hut.

They are for emergencies only, and should only be used for such reasons at night.

IN AN EMERGENCY: Senior Unit 1 will notify Unit 2 and Senior Unit 4 will notify Unit 3.

Junior Unit 2 will notify Unit 1 and Unit 4 will notify Unit 3.

CODE YELLOW: INTRUDER EMERGENCY (Shelter in place)

Daytime procedures:

- If you spot an intruder, contact office by walkie-talkie, give location, with Code Yellow alert.
- **Sam will make 911 call immediately.**
- Listen for an announcement on the loud speaker: CODE YELLOW
- STAY CALM.
- Get your campers to closest building, whichever it is. The object is to be safe and out of sight of the intruder. (Arts & Crafts Lodge, bathrooms, showers, Infirmary, Greenroom, Cowbell rooms, Cottage, Dining Hall, Archery Hut, Canoe Hut, Counselors' Lodge, Purple Palace back room etc.)
- Campers and counselors all need to **stay silent.**
- **Do not attempt to confront the intruder by yourself.**
- Stay where you are until you get the all clear.

Nighttime procedures:

- CODE YELLOW announcement will come through on the walkie-talkies to the office and the staff at the same time and give location.
- **Sam will make 911 call immediately.**
- STAY CALM.
- Patrol needs to inform all counselors on tent row to get campers and hide under a bed with mattresses around them.
- Campers and counselors all need to **stay silent.**
- Counselors not on tent row need to stay where they are at the time. Turn off all lights and remain silent.
- **Do not attempt to confront the intruder by yourself.**
- Stay where you are until you get the all clear (from the walkie-talkie).

CODE BLUE: FLOOD EMERGENCY

FLASH FLOOD (Day or Night)

- Listen for an announcement on the loud speaker or walkie-talkies: CODE BLUE, NOW
- Conduct campers to the Dining Hall following the same patterns as for the gradual rise (below).
- You will not have time to take belongings with you.

GRADUAL RISE

Daytime procedures:

- Listen for an announcement on the loud speaker: CODE BLUE.
- STAY CALM.
- Archery, Arts & Crafts, Ropes, Swimming, Canoeing, and Drama departments report to Dining Hall using the road by Rifle Range.
- Wild World, Sports & Fitness, and Dance report to Dining Hall using the Cottage road.
- Rifle and Alleghany Singers, stay in place.
- **NOTE:** The Play Hall can be an alternate shelter location if the river is not predicted to be too high. Listen for an announcement.
- Stay where you are until you hear the Code Green announcement from the loud speaker.

Nighttime procedures:

- CODE BLUE announcement will come through on the walkie-talkies.
- Head Counselors will wake up Patrol for each unit and together wake up all counselors.
- Counselors wake up their campers and gather bedding and some personal items (only what each camper is able to carry herself).
- Senior Camp will proceed to the Dining Hall.
- Junior Camp will proceed to the Play Hall
- Cow Bell residents will collect their belongings and report to the Cottage.
- **Green Team** will collect their belongings and report to Uncle Bill's Cabin (or Rifle Range stalls if Uncle Bill's cabin is occupied.)
- Crystal Palace residents will collect their belongings and report to the Cottage.

Once the campers are secure, the following occurs:

- The river will be monitored constantly by the **Green Team**, alternating with the Head Counselors and/or Unit Heads, who will report any rise in the river to the Director. This will continue in 2 hour shifts for at least 24 hours.
- Counselors who are out of camp will be contacted to return to the camp so they can safely cross the river.
- If it is too dangerous for the counselors who are out of camp to cross the river safely, they will be contacted and told to remain where they are for the night. The directors will contact them when it is safe to return.

Additionally:

- The Swim Docks will be pulled in and secured by the **Green Team** with the help of the Swimming staff;
- All canoes will be moved to the center of Junior Camp by the **Green Team** with the help of the Canoeing staff;
- Mattresses will be set up in the Play Hall or Dining Hall.
- Injured or sick campers will be transported across the mountain road by four-wheel vehicle to the Greenbrier Valley Medical Center, if necessary
- Helicopter landing area will be kept clear in case of extreme emergency

CODE RED: FIRE IN CAMP

Fire Marshall: Bonnie Dawson

BUILDING FIRE DRILL

If any building in camp should have a fire, follow the procedures below

- Sam will be notified and will make a 911 call immediately
- Listen for the Fire Drill announcement
- STAY CALM
- Campers and counselors proceed calmly out of the building, moving at least 50 feet away from that building
- Campers and counselors form up in Units for head count
- Counselors report to Unit heads, who report to Head Counselors, who report to Elizabeth that all have exited the building

FOREST FIRE DRILL and EVACUATION PLAN

Daytime procedures:

- Listen for an announcement on the loud speaker: CODE RED
- STAY CALM.
- Bonnie, head counselors, medical staff, & life guards will all proceed as in nighttime evacuation
- Canoeing, Swimming, Drama, Archery, and Ropes will report to the Canoe Docks for evacuation
- Arts & Crafts, Alleghany Singers, Dance, Rifle, Sports & Fitness, Tennis and Wild World will report to the barge for evacuation
- Once across the river, form in to Units for a head count, as outlined below
- Kitchen staff, grounds staff, cleaning staff, and **Green Team** staff will also cross on the barge. *
*see night evacuation.

Nighttime procedures:

- Listen for an announcement over the walkie-talkies: CODE RED
- STAY CALM.
- Junior Units 3 and 4 will report to the Canoe Docks for evacuation
- All other Units will report to the barge for evacuation
- Once across the river, form in to Units for a head count, as outlined below

During Staff Training:

- *Head of Canoeing*, using number the of campers and counselors in Junior Camp Units 3 and 4, will ascertain which counselors can paddle canoes, and assign them in pairs to paddle the Juniors across the river. These can be from either camp, but cannot be campers. All the canoes will be used, and as many staff as needed with the exception of Sam, Elizabeth, the Heads of Senior and Junior Camp, and the JC Mom.
- *Head of Swimming* will choose three lifeguards who can canoe but who will not be paddling campers, to lifeguard during the evacuation. Two are to man the lifeguard canoe and one will ride the barge. Each will be supplied with a large mag-lite flashlight for the evacuation (these will stay in the Canoe Hut at all times)
- *Counselors who will be paddling and the three lifeguards* will choose another counselor to shepherd their campers until they can meet up with them across the river. They will convey to their campers who the surrogate is for the evacuation. CAMPERS ARE NEVER TO BE LEFT ON THEIR OWN, no matter how old.

During the first week of each term:

- Information about evacuation procedures will be explained to all campers during the first Unit meeting.

EVACUATION PROCEDURES

Sam will make the 911 call as soon as evacuation begins

Immediately upon hearing the Code Red announcement:

- All lifeguards who teach Swimming and Canoeing meet Head of Waterfront at the Canoe Hut. The Head of the Waterfront will assign 2 lifeguards to man the lifeguard canoe and 1 lifeguard to ride the barge.
- Rescue lifeguards will proceed immediately to their posts (with flashlights if it is a night evacuation).
- All designated canoe paddler counselors report to the Canoe Docks.
- Lifeguards and Canoe paddler counselors will be sure their campers are with their surrogate counselor, if during the night.
- Everyone else: report with your campers to your designated evacuation area (barge or Canoe Docks); stay CALM and be attentive to your campers.

Barge instructions:

- **FIRST ACROSS THE RIVER:** Bonnie, Medical staff, Head of Senior Camp, Head of Junior Camp, Cate, and JC Mom, crossing on the barge. Bonnie has her cell phone, 540-760-1025.
- *If during the day:* Arts & Crafts, Alleghany Singers, Dance, Rifle, Sports & Fitness, Tennis and Wild World departments will cross in groups of 40 at a time.
- *If during the night:* Junior Units 1 and 2 will cross next, followed by Senior campers, in groups of 40 at a time.
- Head chef, Cowbell designee, and **Green Team** designee sweep their areas for stragglers before heading to the barge.
- The kitchen staff, **Green Team**, Cowbell Alley staff, and Cottage staff will all cross on the barge and report to the right side of the Green House.
- The medical staff will need to bring any emergency medication that may be needed by the campers or counselors as well as first aid equipment to take care of any injuries. The medical station is set up at the Green House.
- The third lifeguard rides the barge back and forth. On the last barge trip, she will stay on the barge in case she is needed.

Canoe Docks instructions:

- The canoe lifeguards will position themselves half way between the barge and the Canoe Docks.
- The canoe paddler lifeguards will take campers in groups of 3 down to the barge
- *If during the day:* Canoeing, Swimming, Drama, Archery, and Ropes departments will be canoed across the river.
- *If during the night:* Junior Units 3 and 4 will be canoed across the river.
- At the last canoe trip, one canoe should be left for the last 3 evacuees.
- LAST ACROSS THE RIVER: Sam, Assistant Head of Senior Camp, and Assistant Head of Junior Camp, crossing in a canoe followed by the lifeguards in the rescue canoe. Sam's cell phone, 540-760-1026

While the campers are being evacuated:

- Assistant Heads: sweep tent row, the bathrooms, and the showers for stragglers; then report to Sugar Shack and wait for Sam.
- Sam will check the Cottage, Dining Hall, and Infirmary.
- Once they are certain no one has been left behind, all three proceed to the Canoe Docks and go across the river.
- When last barge crosses the river, it is secured with the chain. When the last wave of canoes arrives, they are tied up on the barge.
- The lifeguard canoe follows last canoe and ties up on the barge.

Across the river:

- Personnel are to report to the following locations:
 - Bonnie: the Green House
 - Cate, with Bonnie
 - Head of Senior Camp: to right of Green house, all the way down the road
 - Head of Junior Camp: to right of Green House, ½ way down the road.
 - JC Mom: half way down the road to the river to direct everyone to where they need to be.
 - Barge lifeguard stays on the barge to help the campers as well as to watch for emergencies.
- Juniors will go to the right side of the Green House (as you face the building), about half-way down the road.
- Seniors will go to the right side of the Green House (as you face the building), all the way down to the lamppost.
- The left side is left open for fire equipment.
- Campers are to report to designated areas. Stay with your tent group and in your Unit.
- Counselors take role, and report to Unit Head, who reports to the Head Counselors: who is missing or with the medical staff.
- All injuries are taken directly to the medical staff at the Green House.
- Cowbell staff designee, Head Chef, and **Green Team** designee all take head counts and report to Bonnie.
- Sam will report that camp has been completely evacuated when he crosses.

Special Notes:

1. Bonnie will take both dogs across on the barge on their leashes. JC Mom should help her with the dogs and help to put them in the car where they will be out of harm's way.
2. Should Elizabeth be needed to substitute for someone, Mason will be evacuated by the medical staff.

NIGHT EVACUATION: MINI CAMP ADDENDUM

- Listen for the announcement on the loud speaker: CODE RED
- There will be no changes in the responsibilities of the term staff counselors except the canoes will not be used for this evacuation.
- 2 lifeguards will be needed on the barge.
- First barge must include Bonnie, Cate, Beth Anne, and Heads of Senior & Junior camp, and JC Mom, plus 2 lifeguards.
- Mini Camp Counselors will escort their campers down to the barge area to cross the river.
- Once across the river, Mini Camp Counselors will take campers all the way down the parking area to the right of the green house.
- Term staff will go half way down the parking area to the right of the Green House
- One Mini camp counselor from each unit is designated as the "Unit Head" and each counselor in her unit reports the status of her tent of campers.
- Each Mini Camp Unit Head will report camper head count to Beth Anne
- Term staff Unit Heads will take roll for their units and report counselor head count to their camp head
- Head of Mini Camp, Head of Senior camp, and Head of Junior camp all report head count to Bonnie
- Sam will report camp is empty upon arrival across the river.
- Any injuries are taken directly to the Green House upon arrival across the river.
- Sam and 2 assistants will still cross in a canoe after they sweep their designated areas.

ALTERNATES:

If any of the Administrative Team or Head Counselors are away during this evacuation, the following will be substitutes:

- For Sam: (1) Elizabeth (2) Taylor
- For Bonnie: (1) Elizabeth (2) Head of Waterfront
- For Head of Senior Camp: (1) JC Mom (2) Taylor
- For Head of Junior Camp: (1) JC Mom (2) Startup Mom
- For JC Mom: (1) Head of Waterfront (2) Taylor

CODE ORANGE: SEARCH AND RESCUE

*Prior to any **daytime** search, a head count will be taken in the following manner:*

- Each Department Head will call roll to determine if all campers are present.
- If a camper is not present, first check the Infirmary.
- Report the missing camper to the Cottage via walkie-talkie.

Camp is divided into 4 major and 2 minor areas:

Major Area 1: Brunswick and the area beyond it, the path that goes from Twin Tulips and ends at Brunswick, the large field behind the Play Hall and Unit 3 Junior Camp, Candlelight Campfire site, Vesper Hill, and Uncle Bill's Cabin

Major Area 2: Crystal Creek, the area beyond Crystal Creek (which is not Camp Alleghany's property), the road up to Twin Tulips and the areas on either side, the hill behind Dining Hall

Major Area 3: Parson's Dell, the Waterfront, the Goat Path, the river bank, and the tent areas

Major area 4: All of the camp buildings (*except* the Cottage and Dining Hall), Crystal Palace, the **Green Team** Tents, and the river

Minor area 1: the Cottage

Minor area 2: the Dining Hall and the road between the Dining Hall and the Rifle Range

Search parties will consist of the following staff members and each will search a specific area:

Major Area 1, report to the **nurse** when you complete your search

- Brunswick area and beyond: 2 Green Team members in a truck
- Ropes area and path to Brunswick: Heads of Ropes & Alleghany Singers
- The field behind Junior Camp, the old barn, and the storage building: Heads of Dance and Drama
- Candlelight campfire site, Vesper Hill, and Uncle Bill's cabin: Head of Rifle
- Path from Twin Tulips down to Brunswick: Heads of Wild World and Tennis (who will ride to Twin Tulips with Garrett in a truck)

Major Area 2, report to **Garrett** when you complete your search

- Road to Twin Tulips and area on either side: Garrett and 1 Green Team member
- Hill behind Dining Hall: Elizabeth and 1 Green Team member
- Crystal Creek and bank on our property: Taylor and Head of Sports and Fitness
- Area beyond Crystal Creek not our property: 2 Green Team members

Major Area 3, report to **Head of Waterfront** when you complete your search

- Parson's Dell area: Head of Waterfront
- River bank from Swimming up to Brunswick: Heads of Archery and Arts and Crafts
- Waterfront area between Swimming and Canoeing: Head of Swimming
- The Goat Path hill: Assistant Head of Senior Camp
- River bank from boat docks to canoe docks: Head of Canoeing (in a canoe)
- Both tent areas: Assistant Head of Junior Camp

Major Area 4, report directly to **Sam** when you complete your search

- Cowbell, Store, Post Office, Counselor's Lodge, behind the Infirmary: Head of Senior Camp
- Old Johns, Play Hall, Hickory Hut/Sugar Shack, Purple Palace: JC Mom
- New Johns, Showers, Bunk House, Arts and Crafts: Head of Junior Camp

Minor Area 1, report to **Elizabeth** when you complete your search

- The Cottage: Bonnie

Minor Area 2, report to **Elizabeth** when you complete your search

- Dining Hall and Kitchen: food manager and kitchen staff
- Road area between the Dining Hall and the Rifle Range, **1 Green Team member**
- Rifle path between Play Hall and Rifle Range: Head Hopper

Listen for the CODE ORANGE announcement on the walkie-talkie.

- All searchers will report immediately to their designated search areas.
- All other counselors will remain with the campers.
- Substitutes if designates are unavailable
 - For Sam: (1) Bonnie (2) Elizabeth
 - For Elizabeth or Bonnie: Taylor
 - For Heads of Junior and Senior Camp: (1) Assistant Heads (2) Taylor
 - For Assistant Heads: (1) Head of Unit 1 (2) Head of Unit 2
 - For JC mom: (1) Taylor
 - For Head of Waterfront: (1) Head of Canoeing (2) Head of Swimming
 - For Department Heads: each head chooses one staff member as her stand-in
- Sam will take a golf cart and a walkie-talkie and station himself by the Play Hall near Unit 4 of Senior Camp. Cate will go with Sam.
- All counselors not designated for search will remain with the campers. In daylight, stay in your activities. At night, stay in your tents.
- Doctor will remain in the Infirmary with one golf cart
- Nurse will station herself on the Play Hall porch on the Junior Camp side
- Bonnie will remain in the Cottage to answer the phone as needed and as a relay for those who will be searching up the mountain
- Garrett, the nurse, the Head of the Waterfront, and Elizabeth will be main contacts for search parties and they will report to Sam
- A golf cart and/or truck will be used to transport missing camper/counselor in case of injury
- **After 15 minutes of searching the designated area, each searcher will report by walkie-talkie where he/she is and what he/she has found**
- **If the missing person has not been found, Sam will make 911 call to local sheriff's office for search and rescue team**
- **Staff members will continue in assigned searching areas until all of those areas have been searched and sheriff's search and rescue team arrives.**
- Listen for the Code Green all clear announcement on the walkie-talkie

*For a **nighttime** search, proceed in the following manner:*

- If a camper is missing from the tent, the counselor will first check the bathrooms and the Infirmary.
- The counselor must then report the missing camper to the counselor on Patrol, who will report the missing camper to the Cottage via walkie-talkie.
- Cate—report to Cottage when you hear the Code Orange.
- All counselors in the Purple Palace will search: Parson's Dell, Path down to Brunswick, Brunswick area, large field, archery and swim huts. REPORT TO INFIRMARY WHEN DONE
- Three of the Jr camp patrol will search: Vesper hill, rifle range, Uncle Bill's and area around it, road behind the dining hall: REPORT TO TAYLOR. (Located at the triangle in front of the Play Hall.)
- Three of the Sr. camp patrol will search: arts & crafts building & area, wild world area, goat path, play hall, and outdoor stage: REPORT TO TAYLOR.
- All counselors in the Counselor Lodge. First divide yourselves into two equal groups
 - Group A: johns, old johns, showers, infirmary area, dry room. REPORT TO BONNIE (by post office)
 - Group B: cowbell rooms & field, store area, post office, crystal creek from cowbell road to "beach" area. REPORT TO BONNIE
- All counselors at the fire (minus the boys): Using row boats, search bank from boat dock to canoe dock from the river. REPORT TO ELIZABETH (located by the river-side basketball net)
- Junior camp head counselors: Using canoes, search the bank from the canoe dock to Brunswick from the river. REPORT TO ELIZABETH
- Senior camp head counselors and **1 Green Team member**: Search hill behind cottage. REPORT TO SAM IN THE COTTAGE
- Rest of **Green Team**: Using truck drive up the mountain searching the road and as far up and out as possible. REPORT TO SAM.
- Elizabeth, Bonnie, Taylor, and one member of the medical staff report to Sam.

INCLEMENT WEATHER

- **Thunderstorm**
- **High winds**
- **Heavier rain**

Thunderstorm:

- Stay calm
- Keep campers in their activities when possible, or in an alternative space when appropriate
- Make sure tents are tacked to insure all clothing and bedding remain dry
- Stay away from the river, showers, drinking fountains, swing sets, and slides.
- Get inside a building as soon as possible
- Once thunder is heard, the waterfront staff needs to remove all campers from the water until conditions have ceased for 20 minutes (30 minutes for lightning).
- The barge and rowboats at the riverfront should not be used when lightning is present.

High Winds:

- Stay calm
- Tack the tents to keep bedding and clothing inside the tent
- Stay away from wooded areas (e.g. the ropes course or hiking trails)

Heavy Rain:

- Stay calm
- Make sure tents are tacked to insure clothing and bedding remain dry
- Monitor the campers' clothing. Make sure each camper keeps her sleeping attire in her trunk to keep it dry
- Everyone must wear waterproof rain gear
- All activities will report to their designated areas according to the Rainy Day Activities plan

EMERGENCY COMMUNICATIONS PROCEDURES

In the event of an accident or emergency, the following means of communication will be used:

- ONLY the Director, Assistant Director, or medical staff designee will place 911 calls.
- Counselors are NOT to use their phones
- Walkie-talkies are to be used ONLY by authorized staff members to communicate in an emergency. Authorized staff: Director, Assistant Director, Administrative Assistant, Grounds Supervisor, Special Events Coordinator, medical staff, and **Green Team**. In addition, 8 walkie-talkies (4 for each camp) will be available at night for Patrol in case of an emergency.
- Office Manager will send appropriate blast texts to parents/counselors, as needed
- NO ONE will talk to the media except the Director and Assistant. If approached, refer the reporter to Elizabeth first, Sam second.

INJURIES AND ACCIDENTS

- **Stay calm**
- Make certain your instructions are very clear to staff and campers with you.
- Evaluate the situation: (a) is medical staff needed immediately OR (b) is the injury minor
- If medical assistance is needed: Send a counselor to get the doctor and/or nurse immediately. If a walkie-talkie is available, call for medical assistance
- If it is a minor injury, escort the camper to Infirmary
- The other staff will remove uninjured campers to a safe location
- Medical staff will notify the Director of the situation
- Once the crisis has been resolved, the counselor present will write an incident report within 24 hours and submit it to the Director (see Appendix O for a sample Accident-Incident Report).

EMERGENCIES WHILE TRAVELING OUT OF CAMP

INJURY

- Remain calm
- *If the injury is minor:*
 - Use the first aid kit located in the vehicle
 - Return to camp
- *If the injury is not minor:*
 - Call 911 if necessary
 - Call camp and apprise Director, Assistant Director, and/or medical personnel of situation
 - A second counselor will stay with uninjured campers or counselors until they can be safely returned to camp
 - The leader of group will stay with injured party
 - If the injured party is being taken to the hospital, a director will meet them at the hospital
 - If injured party is not sent to hospital, she will be returned to camp
 - A director will call the parents with medical staff available to talk with them as well

MISSING CAMPER

- Remain calm
- Each counselor take a head count
- Identify the missing person
- The leader of group will call camp immediately
- The leader of the group will initiate a search of surrounding area; depending on how many campers and counselors are out of camp, one counselor must stay with the campers and other counselors will search in all four directions
- Call camp if person is found, and proceed to return to camp
- **After ten minutes of searching**, if the person is not found the group leader will call 911
- Call camp after calling 911, and the Director or his designee will leave camp for the search area.
- The rest of the group of campers and counselors will return to camp
- The Director or his designee will call parents