



4-H Camp
PALMER
Making Moments Matter since 1947

CAMP KIT 2024

Welcome to 4-H Camp Palmer’s user group packet for 2023. We are excited to camp with you this season! Please read the following information prior to your arrival.

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4-H Camp Palmer
26450 County Road MN
Fayette OH 43521
419-237-2247
camppalmer.org

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DIRECTIONS TO 4-H CAMP PALMER

IMPORTANT NOTE: When travelling to 4-H Camp Palmer via Maps, GPS, etc. it is necessary to put the **physical address** in the app, not just "Camp Palmer". Please use:

26450 County Road MN Fayette OH 43521

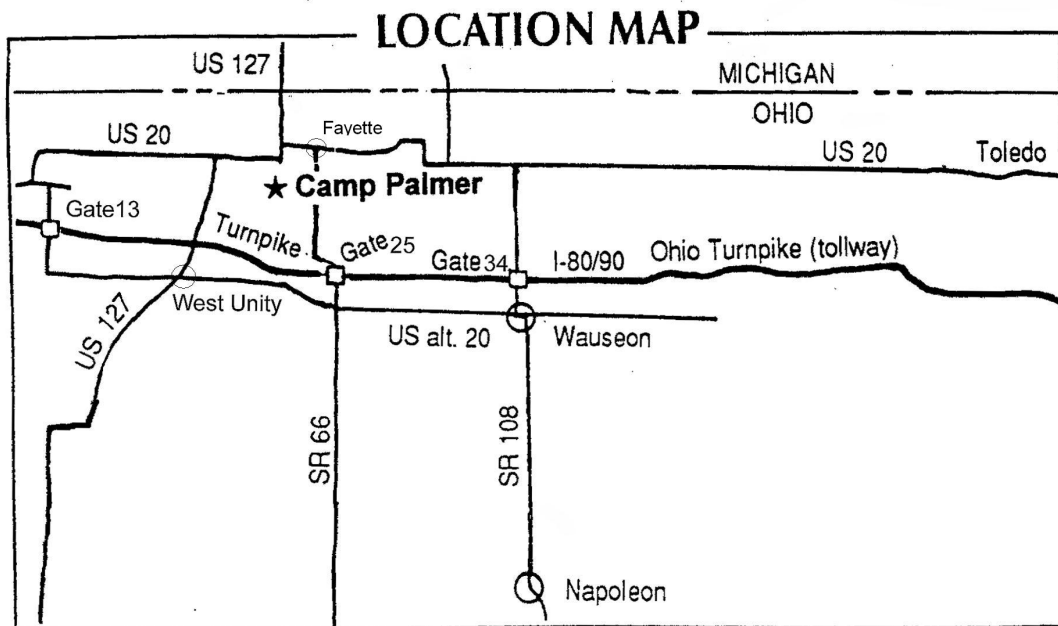
Traveling West on US 20 - After passing through Fayette, look for Fulton County Road 27, approximately 3 miles west of Fayette. Turn left on Fulton County Road 27 and travel 1 ½ miles until you reach Fulton County Road MN, turn left. Follow the signs to Camp Palmer.

Traveling East on US 20 - Pass US 127 south. Turn right on Fulton County Road 27 and travel 1 ½ miles until you reach Fulton County Road MN, turn left. Follow the signs to Camp Palmer.

Traveling North on SR 66 – Cross SR 20A and travel on SR 66 to Fulton County Road M and turn left. Pass Harrison Lake State Park and continue to Fulton County Road 27 (there should be a Camp Palmer Sign to direct you). Turn right onto Fulton County Road 27 and travel ½ mile to County Road MN, turn right and follow the signs to Camp Palmer.

Traveling on the Ohio Turnpike – Take exit 25 for Archbold / Fayette and turn right off the exit. This turns into SR 66. Turn left on County Road M and follow the directions for traveling north on SR 66.

Traveling North on US 127 - Turn right on Williams County Road O (as you enter Fulton County it is Road M). Continue on Fulton County Rd M until it dead ends. Turn left onto Fulton County Road 27-1, then turn left onto Fulton County Road 27, travel ½ mile, turn right onto Fulton County Road MN and follow the signs to camp.



Estimated travel times from: Toledo - 1 hour
Bowling Green - 1 hour, 15 minutes
Lima - 1 hour, 45 minutes
Van Wert - 1 hour, 30 minutes
Bryan - 30 minutes

COMING TO CAMP

Registration: Submit enrollment numbers, program schedule, and menu selections FOUR to SIX weeks BEFORE YOU ARRIVE. This information is needed to plan staff responsibilities, food orders, and to prepare camp for your group to have an excellent camping experience.

Arrival/Departure: Check in and check out times are listed on your reservation contract.

Check Out: Turn in your camper enrollment numbers to the office for billing before you check-out and leave camp. An invoice will be prepared and e-mailed to you. Payment is due on receipt of invoice.

All facilities used by your group must be cleaned by your group. Your last day's schedule should reserve 1½ hours for final packing and clean-up. The camp management will inspect for cleanliness and repairs after all luggage and equipment is moved out of the buildings and all facilities are cleaned. Adults and counselors from your group are needed to supervise the cleaning efforts.

HEALTH CARE

Health Care Provider (HCP): A currently licensed nurse, emergency medical technician or person with ***First-aid certification from a nationally recognized provider and have current CRP certification from a nationally recognized provider*** must be on duty full-time during your camp stay. You provide this person. All accidents and illnesses must be reported to the HCP, who will treat and make record of all health issues which arise.

The Health Center offers housing for the HCP, a sick bay and dispensary. Basic first aid supplies, such as bandages are kept in the center. Each group is responsible to bring general medications and some supplies. All short-term resident camps & all rental group leaders must store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.

Health Form: Every camper, counselor and adult **MUST** have a completed health form to attend camp. ***The forms must gather the following information: Name and address, emergency contact names and numbers, known allergies or health conditions requiring treatment, restriction, or other accommodation while on site and for minors without a parent on-site, signed permission to seek emergency treatment or a signed religious waiver.*** For a sample see Appendix. These forms will be collected by the HCP along with **ALL** personal medications, when the group arrives at camp. It is the HCP's responsibility to see to the distribution of prescription and nonprescription medications, as well as medical treatments.

Example health forms are available on camp's website.

Parent Notification: HCP will contact the parents in case of injury or illness.

Camper Insurance: Camper accident insurance is available to each group using camp for a minimal charge. **There is a place on your contract to indicate whether you want this insurance.** This insurance does not cover eyeglass replacement, suicide, football accidents, pre-existing conditions, any claim arising from the use of intoxicants or non-prescribed drugs, fighting or adults who are covered under a plan of Workers' Compensation or any loss covered under Medicare and may not cover some medical supplies.

CABINS

The maximum capacity of camp is 285 while the maximum capacity per cabin is 20. These capacities cannot be exceeded due to health regulations. Please do not separate or remove bunks from the cabin or any rooms in the lodge. Bunks are placed to meet the requirements of the American Camping Association. **Any moving of beds requires approval from camp administration.**

CABIN SET-UP

Cabins	Capacity	Heated
Girls 1-8	20	Yes
Boys 9-12	20	Yes
Health Center	4	Yes
Sick Bay	2	No
Woodland Lodge		
Pine	20	Yes
Oak	20	Yes
Maple	20	Yes
Private Rooms		
Beech	4	Yes
Hickory	4	Yes
Rob's Cabin		
Boy's side	12	Yes
Girl's side	12	Yes

“Live simply” is our motto at 4-H Camp Palmer. Come for a rustic outdoor experience. The camp is intentionally limited in electrical service so leave personal appliances at home. 4-H Camp Palmer discourages bringing valuables to camp and bears no liability if they are lost, stolen, or broken.

Decorating of Cabins & Buildings: Decorating of buildings at 4-H Camp Palmer must be done in a manner as to not harm or destroy the building or natural surroundings. Any posters, lists, etc., to be put up should be done with push pins or masking tape. Do not use staples, staple guns, nails, duct tape or any other type of fastener. Nails make large holes and duct tape can damage the walls when removed.

Supervision: User groups must provide a ratio of supervisors to campers using the chart below.

All supervisors must be at least 16 years of age and at least 2 years older than the minors they are supervising. At least 80% (100% if group is serving persons with special needs) of the staff are to be 18 years of age or older.

Camper Age	Number Staff	Overnight Campers	Day-only Campers
4 –5 years	1	5	6
6 – 8 years	1	6	8
9 – 14 years	1	8	10
15- 18 years	1	10	12

DINING HALL

The 4-H Camp Palmer kitchen staff works hard to provide tasty, nutritionally balanced meals. There is a lot of love and energy that goes into food preparation and service. You are a key to the success of every meal while your group is at camp.

Assign **ONE** adult to supervise the dining hall and kitchen activities, who will be known as the Dining Hall Supervisor. This person will be the link between the kitchen and camp group and will oversee the setup, serving and cleanup of each meal. Upon arrival to Camp, the designated DHS should check in with the kitchen to review camper enrollment, meal details, and special needs.

Dining Procedures

1. Table Hoppers and the DHS report with clean hands to the dining hall **15 minutes prior** to each meal.
2. Set each table with dishes and silverware recommended by the cook.
3. Place cold foods on the table, one container per table.
4. Once the entire group is seated, table hoppers go to the kitchen for hot foods. During the meal, hoppers will keep their table supplied with food and drink.
5. Second servings are available on most food items. After everyone at the table has received first servings, the hopper may bring the tray or bowl back to the kitchen for seconds.
6. At your first meal, camp staff will provide the famous **Scraper Bowl** speech instructing campers on how to clean and clear tables properly. Select a simple first meal (like L-2 or S-5) to get everyone comfortable with the procedures.
7. Tables should be cleared and cleaned before or during singing and announcements. Send dishwashers to work immediately to prevent delays in your schedule.
8. When campers are dismissed, sweepers begin working in the dining hall and take out the trash.
9. The DHS is expected to oversee all these duties at each meal.

Remember:

- ◆ Send your menu selection and estimated number of campers at least **one month** before arrival to camp.
- ◆ Meals will be served at 8 a.m., 12 p.m. and 5 p.m. These mealtimes need to be adhered to as much as possible. If you **MUST** shift your mealtime, please discuss prior to your camp with Jo Brown, camp kitchen supervisor.
- ◆ Camp meals can be made interesting and fun. We are delighted to customize meals to suit your special requests. Call and speak to our helpful kitchen staff to discuss special themes or other collaborations.

2024 4-H CAMP PALMER MENU SELECTION and OPTIONS

Family Style

<u>BREAKFAST</u>	<u>LUNCH</u>	<u>SUPPER</u>
<p>B-1 Breakfast Sandwich Egg, Cheese and Meat Biscuit</p> <p>B-2 Breakfast Casserole Biscuits</p> <p>B-3 Scrambled Eggs Sausage Hashbrowns</p> <p>B-4 Breakfast burritos Scrambled eggs and ham Potatoes</p> <p>B-5 Pancakes Sausage</p> <p>B-6 Fresh Cinnamon Rolls</p> <p>B-7 Egg, Bacon, Cheddar scramble Biscuits</p> <p>BIB (Breakfast in Bed) Breakfast in bed is served in cabins. Includes: milk, juice, cold cereal, and cinnamon rolls</p> <p><u>Breakfast bar includes:</u> Cold cereal, yogurt, fruit, boiled eggs, milk and juice.</p>	<p>L-1 Make your own Tacos Rice Fruit crisp</p> <p>L-2 Cheeseburger Tater Tots</p> <p>L-3 Chicken Breast Sandwich Macaroni and Cheese</p> <p>L-4 BBQ Pork Sandwich French Fries</p> <p>L-5 Creamy Chicken Sandwich or Hot Beef Sandwich (must specify which meat choice) Spiral Cut French Fries</p> <p>L-6 Sloppy Joe Corn chips</p> <p>L-7 Toasted Cheese Sandwich Tomato Soup</p> <p>PICNIC (lunch or supper) Hot Dogs Baked Beans Veggie and Dip Potato Chips Brownie</p>	<p>S-1 Ham Scalloped Potatoes Green Beans, Corn Bread</p> <p>S-2 Spaghetti/Meat Sauce Garlic Bread Sticks</p> <p>S-3 Popcorn Chicken Mashed Potatoes and Gravy Corn, Dinner Roll</p> <p>S-4 Beef and Noodles Mashed Potatoes Corn, Dinner Roll</p> <p>S-5 Pizza Breadsticks</p> <p>S-6 Lasagna Breadsticks</p> <p>S-7 Bowtie Pasta and Alfredo Sauce w/ Chicken Breadsticks</p> <p>BOX MEAL (lunch or supper) Sub Sandwich Chips Veggies and Dip Cookie</p> <p>SALAD BAR is included with all lunch and supper selections (except Picnic and Box)</p>
Evening snack choices below. All served with milk.		

SNACKS: Fresh baked cookies are served each evening with milk. You may select from the following:

- | | | |
|------------------------|-----------------------|-----------------|
| Chocolate Chip Cookies | Peanut Butter Cookies | No-Bake Cookies |
| Indoor S'mores | Sugar Cookies | Snicker doodles |
| Rice Krispy Treats | Campfire S'mores | |

MENU SELECTION FORM

Menu for: _____ Camp Dates: _____

Total Number **Expected** for Meals: _____

Write in your menu selections here using the code provided ie: B-2, L-5, etc.

<u>DATE</u>	<u>BREAKFAST</u> Served @ 8:00am	<u>LUNCH</u> Served @ noon	<u>SUPPER</u> Served @ 5:00pm

Snack Choices – select one for each night you will be our guest.

Please indicate total number of campers for each dietary option (if known):

Regular meals: _____ Gluten Free meals: _____
 Vegetarian meals: _____ Lactose Free meals: _____
 Sugar Free meals: _____

Please indicate other dietary needs or any other special notes:

Coffee is available upon request. Hot Chocolate will be served for breakfast on cold mornings. The kitchen reserves the right to make changes to the menu as needed.

Return one month prior to arrival at camp.

Mail or email to: 4-H Camp Palmer
 26450 County Rd. MN
 Fayette, OH 43521-9575

helberg.4@osu.edu

2024 4-H CAMP PALMER NOTES FROM KITCHEN

The kitchen staff at 4-H Camp Palmer is equipped to handle dietary restrictions. Parents are encouraged to talk not only to their Camp Director, but also may contact the Camp directly to speak with our Food Service Supervisor. **You can reach the kitchen at 419-237-2247, ext. 224.**

See below for the accommodations the 4-H Camp Palmer kitchen provides.

BREAKFAST – there are gluten free (GF) cereals on the breakfast bar at every meal. There is sugar free (SF) syrup available as well as diet jelly, apple butter and honey. There is also high fiber instant oatmeal available on the breakfast bar. Camp will provide Fair Life lactose free milk upon request.

- B1: GF biscuits available and vegetarian sausage
- B2: GF biscuits and vegetarian casserole sausage is GF.
- B3: Sausage is GF. Vegetarian sausage available.
- B4: GF shells available. Black beans available for vegetarian option
- B5: Vegetarian sausage is available. GF pancakes available.
- B6: GF sweet bread option available
- B7: GF biscuits available

LUNCH and SUPPER– There is a salad bar at every meal, except picnic that includes lettuce with toppings and salad dressing, cottage cheese, etc. All French fries and tater tots are GF.

- L1: GF shells and Vegetarian meat crumbles available.
- L2: Burgers are GF. Veggie burgers available.
- L3: GF macaroni and GF chicken available. Meatless chicken patty available.
GF chicken and baked potato available. Meatless chicken patty available.
- L4: GF bread available. BBQ Pork is GF.
- L5: GF bread available.
- L6: GF bread available. Vegetarian meat for sloppy joes available.
- L7: GF break available.

- S1: Baked Potato available. Vegetarian Ham available
- S2: GF pasta and GF bread available. Meatless sauce for vegetarian
- S3: GF chicken and meatless chicken patty available
- S4: GF noodles and GF bread available. Vegetarian meat substitute available.
- S5: GF pizza and bread available. Plain cheese pizza.
- S6: GF pasta and bread available. Vegetarian lasagna available.
- S7: GF pasta and bread available.

PICNIC: GF bread and brownies available. Vegetarian baked beans available.

SNACKS: GF snickerdoodles, GF chocolate chip cookies, GF brownies, GF indoor s'mores, SF pudding and SF Jell-O

Please see the menu selection form to let the kitchen know how many meals are needed for any dietary restrictions. Other food allergies and concerns can also be listed there.

CLEANING INSTRUCTIONS

It is our philosophy at 4-H Camp Palmer that cleaning up after yourselves is a valuable part of a community living experience. It will be helpful to schedule and assign cleaning duties before arriving at camp. Everyone should get involved in daily cleaning. It is our experience that if you use cleaning as a punishment for poor behavior it will result in camper attitudes worsening rather than improving. Make cleaning a part of everybody's responsibility.

Daily Clean-Up: Program 30 minutes each day for clean-up. The best time is just after breakfast. Instructions for cleaning are posted in cabins and restrooms.

Cabin Clean-Up: In each cabin beds should be made, clothes picked up, floors swept, and trash dumped into the nearest dumpster by cabin members every day. You may want to inspect and/or give awards to the cleanest cabin, depending on the emphasis you want to give this responsibility.

Restroom Clean-Up: Health regulations require that the restrooms be cleaned and sanitized as needed. **Camp Palmer will provide someone from our housekeeping staff to sanitize the restrooms.** Your group is responsible for picking up trash, placing lost items in lost & found box in dining hall and sweeping the floors. Assign four or five campers to each restroom area (Recreation Hall, Lodge, Rob's and boys' and girls' bathhouses). Meet at the assigned facility during your scheduled cleaning time. Adults and/or counselors **must** supervise this activity.

Grounds Clean-Up: Clean-up of the campgrounds must also be done on a daily basis. Litter pick-up around the cabins, restrooms, Recreation Hall and other high traffic areas takes only minutes. Many groups have developed a daily duty schedule and have different groups assigned each day to clean-up tasks. A clean camp reflects well on your group and Camp Palmer and helps to teach responsibility and care for our environment.

Last Day Cleaning: Reserve 1 ½ hours for packing and clean-up on the last day. Send everyone back to cabins to pack up and move out allotting 30 minutes for this activity. Packing the night before departure, **really** gives you a head start on moving out. Move **ALL** luggage to the volleyball court or if raining, to the Recreation Hall. Send one counselor and three campers back to the cabin for cabin cleaning, which will take 60 minutes. The remaining counselor and campers are to report to assigned cleaning stations (see appendix) and clean until inspected and released by camp staff.

Adults and counselors must participate in the cleaning to have success. Adult supervision of cleaning is required in these areas:

1. Recreation Hall
2. Dining Hall
3. Recreation Hall Restrooms
4. Girls' Bathhouse
5. Boys' Bathhouse
6. Woodland Lodge
7. Rob's Cabin

Adult help is needed for moving tables and equipment, handling chemical cleaning agents and for keeping the campers motivated.

Camp staff will work with you through this process. We will be inspecting areas and helping to get the job done. On the last day of camp everyone is tired and edgy. Your greatest contribution will be a positive attitude toward this much needed duty.

LAST DAY CLEANING DUTIES

1. Women's Rec Hall bathrooms and staff.*
2. Girls bathhouse.*
3. Men's Rec Hall bathrooms and staff.*
4. Boys bathhouse.*
5. Woodland Lodge*
6. Dining Hall – tables up (adults only), sweep floor, mop.*
7. Rec Hall – sweep & straighten up.*
8. Rob's Cabin *
9. Girls Cabin Area – litter pickup around restroom and around the area.
10. Boys Cabin Area – litter pickup around restrooms and around the area.
11. Trails to Boys Side – litter pickup, both steps and canoe trails.
12. Golf & Volleyball & Basketball Courts – litter pickup, sweep & put away Rec equipment.
13. Around Buildings – Litter pickup around Dining and Rec Hall, Nature & Craft Center.

***Duties 1-8 require adult supervision.**

CLEANING PROCEDURES

1. Send everyone (counselors included) to cabins and move out – 30 minutes. Move all gear to volleyball or basketball court. Start packing the night before to save time.
2. Keep 3 campers and 1 counselor at the cabin for cleaning – 60 minutes.
3. All other counselors and campers go to assigned cleaning duties – 60 minutes.
4. Adults supervise and help with cleaning duties 1-8. Counselors and adults must help clean to get the camp looking good.
5. Cleaning procedures for cabins and restrooms are posted in these buildings.
6. All areas and buildings used by your group are the cleaning responsibility of your group. Everybody is tired at the end of camp. Cleaning the camp is an important part of your camping experience. Please care and show you care by taking an active role in cleaning. If you care the kids will care.

A SEPARATE CLEANING CONTRACT WILL BE SIGNED BY WEEKEND GROUPS EXPLAINING THEIR CLEAN UP RESPONSIBILITIES. AN EXIT INSPECTION WILL BE DONE BY CAMP STAFF.

2024 4-H Camp Palmer Fee Schedule

Number of Campers	Summer (June, July, August) Unit Fee	Spring/Fall (Mar, April, May, Sept, Oct, Nov) Unit Fee
Up to 25	\$14.25	\$13.33
26-99	\$14.10	\$13.11
100-149	\$13.71	\$12.77
150-199	\$13.31	\$12.49
200-250	\$13.03	\$12.14

NOTES:

- **UNIT FEES:** For quoting purposes, 4-H Camp Palmer has given **each meal** and **each night's** lodging a unit cost. This unit cost includes all overhead to run camp, provide meals, and lodging. This is how you can estimate your camper fee. Count each meal and overnight as a unit and multiply by the appropriate unit fee above.
- 4-H Camp Palmer reserves the right to simultaneously host another camp group if your attendance is less than 175 people. There are options for smaller groups to have exclusive use of camp for a fee. Contact our Executive Director for this option: goodson.34@osu.edu
- **Capacity:** The total maximum number of people you may bring to camp is 285. The minimum for summer is 50 and Spring/Fall is 25. If a group anticipates less than the minimum, they should contact camp management for pricing information.

CHALLENGE BY CHOICE FEES

Adventure awaits when you leave the classroom or worksite behind and take the *Challenge*. Reach beyond your comfort zone, discover your individual strengths, communicate, plan, solve problems – learn by doing it on the Team Building and High Ropes Course. Participants ages 11 through adult will find valuable lessons in team cooperation and individual growth. Groups of 8-14 people will actively take part in this training program lead by qualified Challenge by Choice staff.

Teambuilding/High Ropes (3 hour sessions):

Teambuilding	\$200
High ropes	\$375

Adventure Challenge Sessions: Available in 1-hour sessions at \$75/ hour:

Zip Line, Flying Squirrel, and/or Climbing Tower

Program Options:

- Canoeing \$50/ hour (up to 30 people)
- Archery \$50/hour (up to 15 people)
- Swimming \$50/hour
- Hayride \$15/trip
- Nature Session \$50/hour

To schedule a session or for additional options, contact program specialist Kristy Helberg: helberg.4@osu.edu

4-H CAMP PALMER GUIDELINES

1. Alcoholic beverages, illegal drugs, flammable liquids, explosives, weapons and fireworks **are prohibited**. State of Ohio and 4-H Camp Palmer consider marijuana illegal before and during your stay. 4-H Camp Palmer is a dry facility.
2. Only firearms for program purposes are permitted and must be kept locked up when not in use. Firearms programs must be approved by the camp management.
3. Smoking is NOT permitted inside any building.
4. Visitors are permitted into camp but must first register with the visiting camp director or the camp management.
5. Shoes or sandals must be always worn except when showering, swimming, or sleeping.
6. Campers are not permitted to leave camp unless given approval by the visiting camp director.
7. A certified lifeguard or watercraft instructor must supervise youth aquatic activities. This person must also possess first aid including training on blood borne pathogens and CPR that includes the use of breathing devices (pocket masks).
8. Wading in wetlands, streams or lakes is only permitted during supervised classes.
9. All injuries and illness are to be reported to the Health Care Provider immediately. Health Care provider will be responsible for contacting the campers' parents.
10. Destruction, defacing or vandalism of camp property is prohibited.
11. Water balloon and shaving cream fights are not permitted in or around buildings. These activities may take place on the sports field and **must be cleaned up afterwards**.
12. Girls are prohibited from entering boys' cabin areas, and boys are prohibited from entering girls' cabin areas.
13. Proper attire (shirt, shoes, shorts or pants) is to be worn at all meals. Hats should be removed before entering the dining hall.
14. Vehicles must be parked in designated areas. Motorized vehicles are not allowed beyond the parking area. 4-H Camp Palmer assumes no responsibility and/or liability for vehicles other than those owned by Camp Palmer and/or operated by Camp Palmer employees. (see Motor Vehicle Policy)
15. The speed limit in camp is 7 mph and is posted.
16. Fires must be built only in designated areas with the approval from camp management and supervised by adults at all times.
17. Hanging posters, lists, decorations on or in buildings should be done with pushpins, masking tape or string.
18. No pets.
19. Hazing and initiations are prohibited.
20. Campers are not permitted to bring personal sports equipment with them to camp.
21. User groups are recommended to establish screening policies for its own operation. All group staff (e.g., volunteer, employed, and contracted; full-time and part-time, international) who could have unsupervised access to children must be included in the screening process. This requirement includes on-site operational personnel, as well as staff members working from a central office who come to the camp as a part of their responsibility. Guest program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.
22. User groups are recommended to provide training to all staff to minimize the potential of any rental group personnel being in a one on one camper/staff situation when out of sight of others. Appropriate supervision and interaction between campers and staff are key to camper/staff safety. Policies and staff training should be provided to all camp staff to make them aware of the need to avoid situations where they might be in a one on one situation with a camper. This includes: Restroom and shower protocols, the health care setting, special needs campers needing personal care assistance, desire/need for staff/camper 1:1 conversations and program design. Methods to consider are: operating with "rules of threes", being in auditory or visual range if a situation does require 1:1 interaction, and providing settings that are in visible sight of others yet not in the "middle of it all".
23. Between the hours of 7:00 a.m. and 11:00 p.m. the P.A. system is available for announcements. Provide adult supervision to use the microphone in the dining hall. It can be used to announce inside the hall or outside around camp. Suggestions for use of the P.A. system are posted at the microphone.

Motor Vehicle Policy

Purpose:

1. To control traffic in camp for the safety of all camp users.
2. Reduce impact on tree roots and camp vegetation.
3. All camp service vehicles to move safely for service purposes.
4. For emergency vehicles to have access to all areas of camp in case of emergency.

Emergency Vehicles:

Each group shall designate ONE vehicle to be parked in the dining hall parking lot for the duration of the group's camp. This vehicle is to be utilized as the emergency transport vehicle.

Camp Director Vehicle:

The Camp Director will be permitted to park a vehicle in the dining hall parking lot for the duration of the group's camp.

Other Group Vehicles:

1. Counselors under the age of 21 are not permitted to drive a vehicle into camp for any reason.
2. Counselor/adults age 21 and older are permitted to drive their vehicle into the camp for the sole purpose of dropping-off supplies/belongings only.
3. All vehicles must be moved to the parking lot prior to group's campers and visitors arriving.
4. It is recommended to limit vehicles to one vehicle for the girl's side and one vehicle for the boy's side.

Motor Driven Convenience Vehicles:

1. Shall not exceed 7 mph at any time.
2. Shall use extreme caution and slow speeds after dark.
3. Recommended not more than two vehicles per camper group. Convenience vehicles for transportation for special needs would not be considered as part of the quota.
4. Muscle powered vehicles are to be treated like motorized ones.
5. Animals may not be used for transportation.
6. Limited to designated paths
 - Loop past nature center and pool to dining hall
 - Path to boys cabins
 - Farm lane
 - Paths to CxC and Shooting sports

**4-H CAMP PALMER
EMERGENCY PROCEDURES**

11-2009

Executive Director- Refers to the 4-H Camp Palmer Executive Director.

Camp Director – Refers to the person in charge of the specific group using the facilities.

Health Care Provider – A licensed nurse, EMT, or standard first-aider provided by group using the camp.

EMERGENCY VEHICLE

An operational vehicle needs to be designated for emergency transportation with enough fuel to reach destination.

BASIC PROTOCOL FOR EMERGENCY PROCEDURES

1. If a natural disaster occurs at camp:
2. Remain calm and move immediately to shelter.
3. Account for all campers and staff.
4. Watch for downed power lines and other hazardous conditions.
5. For medical emergencies needing immediate attention call 911.
6. ***An accident/incident report form should be filled out as soon as possible after the accident/incident has been taken care of. (for situations that requires or may require additional medical attention-forms found in health center or office.)***
7. ***In the event of an accident/incident, the Executive Director will be the single individual who will make statements to the media. All inquiries should be referred to the Executive Director.***

TORNADOES:

Tornadoes pose the greatest single threat to the camp.

1. Persons in charge of camp will monitor the weather on a computer through the internet.
2. Tornado Watch:
 - A. Monitor the situation for any changes.
3. Tornado Warning-When a tornado warning has been posted for our area or when a tornado has been spotted the siren will blast for 3 minutes:
 - A. The Camp Director or designate will send all campers, counselors and staff to their cabins.
 - B. In cases of severe winds, counselors will instruct campers to take cover under lower bunks, lay on the floor with a pillow covering their heads. Remain in that position until an all clear has been issued. The siren will blast for 1 minute as the “all clear” signal.
 - C. The Camp Director is encouraged to develop a plan that will help keep campers calm and occupied during this time (songs, stories, trivia games, read a story, etc.).
4. Occurrence of a Tornado, once an all clear has been given:
 - A. Counselors will account for the campers assigned to their cabin. Report missing campers and medical needs otherwise remain in your cabin until given permission to move about camp.
 - B. Counselors will notify the Camp Director and/or Health Care Provider of medical emergencies needing immediate attention.
 - C. Camp management or designate will tour camp to evaluate storm damage watching for downed power lines or dangerous trees.
 - D. Camp management and/or the Camp Director will consult with local officials and make arrangements to continue with camp or make plans to send campers home.

SEVERE STORM (INCLUDING LIGHTNING):

When weather begins to look threatening:

Remain indoors in designated locations or move to a nearby building.

1. Stay away from open doors and windows and unplug electrical appliances. Do not use the phone.
2. If away from central camp, seek cover away from trees, power lines and metal objects.

FIRE:

1. Evacuate structure immediately. Relocate to the front ball field and account for all residents.
2. Call 911 and give name, location, and nature of emergency. Don't hang up. Procedures for calling 911 are posted at all phones.
3. The entire camp will assemble at the front ball field for a head count and further instructions.

FLOODING:

Relatively short periods of heavy rain can cause flooding of the creek channel between the dining hall and the boy's cabins.

1. Minimize travel to and from the boy's cabins.
2. When water covers the bridges, campers can be safely taken to their cabins through Harrison Lake State Park. Groups are to be accompanied by a counselor.

EVACUATION OF CAMP:

1. The Camp Director will relocate all residents to safe location and account for all residents.
2. Call 911 and give name, location, nature of emergency, don't hang up.
3. The Camp Director/Executive Director will cooperate with Disaster Services.

SERIOUS INJURY:

1. The Health Care Provider (HCP) and Camp Director should be notified in case of an accident or injury.
2. The Camp Director and/or HCP or designate should determine if outside help is needed. If so, designate should call 911.
3. The HCP, Camp Director or designate should stay with the victim and perform first aid.
4. All campers and staff should be moved to a safe area and instructed to remain calm.
5. Camp Director or designate assigns others to clear traffic and direct the ambulance.
- 6. Parents will be notified as soon as possible.**
- 7. An accident/incident report form should be filled out as soon as possible after accident/incident has been taken care of.**

MINOR INJURY OR ILLNESS:

1. Take injured or ill person to the Health Center or have the Health Care Provider come to the person in need.
2. The HCP will determine the severity of the injury or illness and determine treatment.
3. The HCP will notify parents if necessary.

INTRUDERS:

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Be observant as to the make, model and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite and refer the person to the camp office or ask them to leave. Observe to ascertain that the person leaves the site.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count in order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

4-H Camp Palmer, Inc. Camp Profile

- Camp Mission:** The mission of 4-H Camp Palmer, Inc. is to extend Ohio 4-H camping by engaging youth and adults as they build life skills in a community living environment. Beliefs: 4-H Camp Palmer, an outreach of Ohio State University Extension, is a caring, cooperative, and safe outdoor environment. 4-H Camp Palmer is a fun place to learn. 4-H Camp Palmer is a place where skills, knowledge, goals and aspirations of campers are developed through experiential education.
- Ownership:** Camp Palmer is a 4-H camp owned and operated by the 4-H members in 11 counties in Northwest Ohio that has been successfully operating since 1947. Owner counties include: Allen, Auglaize, Defiance, Fulton, Henry, Lucas, Paulding, Putnam, Van Wert, Williams and Wood.
- Programs:** 4-H Summer Camps, Outdoor Education Schools, Band Camps, Church retreats, Challenge/Adventure programs –teambuilding, high ropes..., Woodland/Rob’s Cabin rentals and specialty camps & conferences.
- Location:** 4-H Camp Palmer is located in Northwest Ohio one hour west of Toledo and 35 minutes north of Defiance just 7 miles off of the Ohio Turnpike Exit 25. It is located just north of Harrison Lake State Park.
- Natural Environment:** The camp consists of 157 acres laced with nature trails leading to meadows, wetlands, woodlands, streams, conservation reserve lands, chestnut tree area, tree plantings and a farm. Camp makes use of the 115 acre Harrison Lake just to our south. Each of these areas becomes an outdoor classroom for the popular Environmental Education program.
- Program Areas:** The possibilities for programming are endless. Here is just a sample of the resources available: Volleyball, basketball, GaGa pit, 9 square in the air, swimming pool, canoe livery, campfire, hayrides, human foos ball, outpostting, high ropes, team building, and zipline adventure course, athletic fields, archery, rifle & skeet shooting sports along with assorted small games and sports equipment.
- Facilities:** Camp Palmer has everything you need to make your stay meaningful and comfortable. Guest facilities include: kitchen/dining hall which can serve up to 285 people, an open air recreation hall, nature center, 12 cabins, modern restroom and shower facilities, health center, Woodland Lodge for small group gatherings up to 68 people, with private bedrooms for adult leaders. Rob’s Cabin retreat for up to 24 people. **Camp Palmer has adopted the policy to be a dry facility, no alcohol is allowed on the premises. No smoking is allowed in buildings or main camp. Please smoke in the main parking lot, if necessary.**
- Finances:** Budget of \$600,000+ annually.