4-H & Youth Development Center

User Group
Policies & Procedures

4-H &Youth Development Center at Lone Oaks Farm
User Group

Policies & Procedures

A Note From The Manager...

Thank you for your interest in our facility. We are delighted to have you and your group as our guests. We hope you have an enjoyable and safe stay at our facility. To help ensure your safety, we ask that you please familiarize yourself with this handbook. Please share this information with all members of your group. We look forward to your visit.

CENTER RULES

1. Avoid running and horseplay, except in sport activities.
2. For your safety, shoes should be worn at all times.
3. Please use the paved walkways whenever possible.
4. Please pick up trash as you see it on the ground.
5. Fireworks are prohibited on camp property.
6. Vehicles should be parked in a parking space. Do not park in the grass.
7. Shirts and shoes are to be worn inside the Dining Hall.
8. When eating, please allow everyone to go through the line once before returning for second helpings.
9. Please throw all trash away in the appropriate location. Do not pour liquids into trash cans.
10. Wet items should be hung on the clotheslines.
11. Please keep all windows and doors in buildings closed to help conserve energy.
12. Please turn off all lights when leaving a building.
13. Any damage to camp property should be reported to Camp Director at once.
14. Vehicles should be parked in the allocated area. Please check with Director for further parking information. Please check with Center Director before driving vehicles/equipment off pavement.
15. The Center recommends that users do not allow passengers to ride in the back of vehicles or wagons where seats are not bolted down.
16. All user groups are responsible for all keys and returning and paying for any lost keys.
17. There may be other groups on camp besides yourself. Please do not go into any building other than the ones you are assigned to.
18. Please go to the Admin Office for any questions or concerns you may have.
19. Center Staff will not allow anyone into a building that is not being used by your group without authorization from the Center Director.
20. **Enjoy Your Stay!!!**

NATURAL HAZARDS

1. Be aware that insect nests, such as yellow jackets, hornets, and wasps can exist on the premises. If a nest is found, please notify the Director and stay away from the area. If a sting occurs, notify the person in charge of First Aid. Be aware of any reactions members of the group may have to insect stings or bites.
2. The chance of encountering a wild animal is rare, but possible. Stay away from wild animals. Notify the Director at once of any animals on center property. If an accident occurs, notify the person in charge of First Aid. Try to identify the animal and keep in under surveillance.
3. Some areas of camp are known to have poison ivy and oak. When in these areas, wear long pants and socks. If contamination occurs, wash the affected area immediately. Notify the person in charge of First Aid.
4. User groups should not be near the lake area unless a qualified staff member is directing an activity. Everyone must wear a PFD (life jacket) while on or in the lake. Follow all rules and instructions from the lifeguard on duty. In case of an emergency, the lifeguard will handle the situation and radio the Director if further help is needed.
5. Occasionally a tree limb may fall. If a fallen limb or tree is found, please notify the Director at once.
6. Adjust activities in case of extreme heat/cold or weather circumstances. Be observant for the signs of heat exhaustion, heat stress, hypothermia, and dehydration.

MAN MADE HAZARDS

I. Storage rooms, mechanical rooms, and fuel storage areas are all off limits, except for authorized staff. If these areas are found unsecured, notify the Director immediately.
2. The archery/rifle ranges, and kayaks are to be locked when not in use. If these areas are found unlocked, notify the Director at once.
3. Be observant of speed limits by operating vehicles in a safe manner. Be aware of incoming vehicles while using roads as walkways.
4. Stay away from the rear of the rifle and archery range areas at all times.

FIRST AID

1. Be advised the 4-H & Youth Development Center does NOT provide first aid care, supplies, or insurance. This is the responsibility of the individual user group. The 4-H & Youth Development Center is not responsible for providing emergency transportation for user groups. It is the responsibility of the user group to provide transportation or call for emergency transportation should the need arise.
2. The 4-H & Youth Development Center advises groups to collect names, addresses, emergency contacts, health histories, and permission to treat forms for all participants. This is the responsibility of the individual user groups.
3. In the event of an emergency, call 911.
4. The 4-H & Youth Development Center recommends user groups supply a person, who has

appropriate certification (RN, Red Cross, etc), to be in charge of First Aid needs for your group.

5. The 4-H & Youth Development Center requires rental groups to keep all medication (both prescription and over-the-counter) to be stored under lock except when in the controlled possession of the person responsible for administering them. User groups are able to use the first aid station to keep all medication and records locked and secure from campers. Please see the Camp Director for additional information on use of the first aid station.

OPERATION OF FACILITIES

1. In case of power outage, notify the Director immediately. In case of extended outage, arrangements will be made for food preparation and lighting.
2. Notify the Director if a gas leak is suspected. Arrangements will be made accordingly for showers and cooking.
3. If water pressure is lost, notify Director Check with Director before drinking once pressure is restored.
4. Lawn mowers, power tools, and hazardous chemicals should be used in a safe manner. These items shall not be left unattended while in use. Please check with the Director prior to bringing these items onto camp property.

DISASTER PROCEDURES

Upon arrival at camp, the Center Director will go over all disaster procedures with the group.

Fire

In each dorm, there is a fire escape plan posted in the hallways. These plans show the route to be used when exiting the building during an emergency. Each user group should make themselves aware of these plans. Remain calm and stay clear of emergency vehicles and safety hazards. No one should enter a burning building. Only re-enter the buildings after permission has been given by the proper authorities.

Tornados & Thunderstorms

The Camp Director will notify the person in charge of potentially dangerous weather patterns. If a storm is approaching, move inside. Stay away from windows. In the event of a storm, move to the bath house for each of the cabins.

In the event of a tornado, the Camp Director will help you move the group to our safest location. Camp staff will also assist and give direction during an emergency. After the storm has passed, the group may wish to assemble in a designated area and account for all members. Be aware of any debris or broken glass that may have been caused by the storm.

Earthquake

In case of an earthquake, get under something sturdy. A desk, bed, or doorway would work if inside a building. Get outside in clear open space if time allows. Try to keep everyone calm. Follow procedures for a fire.

USE OF ALCOHOL & DRUGS

Possession of alcohol and drugs are prohibited on camp property. All prescription medication should be kept in possession of the person in charge of First Aid. In case of an accident involving medication, seek medical help as needed.

The 4-H & Youth Development Center is a smoke free campus per University of Tennessee policy.

UNAUTHORIZED PERSON ON CAMP PROPERTY

If unauthorized person(s) are seen on camp property, notify the Director at once. Allow this person to deal with the situation. Do not attempt to handle this yourself.

CRISIS MANAGEMENT

The best way to prevent emergencies is by following the safety procedures set forth in this handbook.

In the event of a crisis, the Manager and person in charge of the user group shall be in charge. All communication should be through these individuals.

Give priority attention to the injured.

Secure doctor, ambulance, police and clergy as appropriate.

In the event of a serious accident, notify the police.

Camp staff will give direction in the event of a crisis.

The 4-H & Youth Development Center Director will serve as the official spokesperson for this camp. All communication should be directed to and through this individual.

POSSESSION OF PERSONAL EQUIPMENT, VEHICLES, & ANIMALS

All personal equipment or animals of the user group is the responsibility of the owner. The 4-H & Youth Development Center is not liable for loss or damages to any personal items, equipment or animals belonging to the user group brought onto Center Property. Each person is responsible for his/her own property. Any equipment that is possessed by a user group and is considered hazardous to others is subject to removal from that person's possession to be held by administration until the owner from the user group leaves camp.

Only firearms that have been pre-approved by the Director are allowed on center property. These firearms and ammunition must be stored separately in locked containers provided by the user group. These firearms should only be used by qualified personnel.

Only hazardous materials that have been pre-approved by the Director are allowed on camp property. These substances must be stored in safe containers under lock and should only be used by qualified personnel.

All hand and power tools that are brought onto camp property must be stored under lock. These tools must be pre-approved by the Director and must be operated by qualified personnel.

Only service animals are permitted on the grounds of the UT 4-H & Youth Development Center. All verifying certificates along with animal vaccination records must be kept on file in the Administrative office. All animal(s) must be preapproved and should be checked in with the Camp Director.

LEASE AGREEMENT

Please review the lease agreement you have signed prior to your visit. This document contains information important to your stay.

RELEASE OF MINORS

The individual user groups are responsible for the release of campers. The center recommends you obtain written verification from a legal guardian before releasing minors.

SUPERVISION RATIOS

The 4-H & Youth Development Center encourages all groups to maintain ACA recommended supervision ratios. The below table is the typical ratios. If your group is participating in specialized activities (rifles, archery, low ropes, lake, zipline) or your group is facilitating a camp for special needs campers, please work with the Center Director. Supervision Ratios may be greater or fewer depending on the situation/activity.

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

The 4-H & Youth Development Center encourages rental groups to utilize “THREE DEEP LEADERSHIP” at all times during appropriate/relevant activities. This approach requires two leaders/supervisors to be present with camper groups, both for the sake of safety and to prevent situations that may increase the opportunity for child abuse. This approach does not include times that are inappropriate (showers, restrooms, etc.)