

Camp Marshall's

Retreat Leaders Guide for Groups

Policies / Emergency Procedures & Release of Liability

The Episcopal Diocese of Montana welcomes you to Camp Marshall. Please read this guide carefully as you prepare to connect with this amazing resource.

Camp Marshall is an American Camping Association Accredited Camp. Part of the accreditation process includes the expectation of setting up clear communication between any renter of Camp Marshall and the Episcopal Diocese of Montana who owns and runs the camp. A “core” standard of ACA asks if the camp has a statement specific to respecting the rights and dignity of all individuals. That statement can

be found in the Baptismal Covenant of the Church. Specifically, “we strive for justice and peace among all persons, respecting the dignity of every human being.” **CR.1.1**



We hope that principal is reflected in our work with every group and request that each group who uses the camp partner with us in the expression of that core principle. Each section in this document is unique and has essential information that will insure both parties have a clear understanding of how to use the facility in a manner that protects the interests of both parties.

Camp Marshall is available to any Episcopal Organization or other 501-c3 non-profit group. The “Retreat Leaders Guide” has five parts and is designed to aid in planning and successfully holding your event. To help you with any questions you may have we have a team of leaders ready to help you. David Campbell, Executive Director, is our primary person who sets dates, Jill Sallin, Administrative Assistant generates Use Agreements and Mark Clemow, Site Manager, is there to prepare the facility for you and is your primary lead for all food and programming needs. David Campbell, Executive Director is ready to answer questions while you are working to design your experience on the camp.

At the conclusion of this document is an acknowledgment page that is part of the required process in renting the camp. If you choose to generate a contract the camp will need a signed copy of the acknowledgement page in your file as part of the rental process. We look forward to working with you and helping you carry out your goals.

David Campbell,
Executive Director

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Part One: What you need before the dates are yours:

a. **Documentation:** Your event is not confirmed or guaranteed until our office has:

1. Use Agreement: A signed use agreement and a 20% *nonrefundable deposit.

a. This deposit is based on your first approximate minimum number of participants. **AD.37.1**

1. *CANCELLATION AND GUARANTEED MINIMUM: If you cancel your reservation within 4 months of the contracted dates, the camp will try to schedule another group for the same dates. If the camp can book a group for all or part of the dates reserved, all or part of your deposit will be refunded in an amount such that the camp realizes no economic loss from your cancellation.

2. If you cancel your reservation within 30 days and no other group books camp during the dates you had reserved you agree to pay 50% of the estimated projected use agreement. This amount is the "Guaranteed Minimum."

b. Payment in full is due on or before the date of your event. A \$100.00 late charge may be imposed if payment in full is not submitted by the conclusion of your event.

1. If payment is not received by the camp within fourteen (14) days of the date of the account statement, a finance charge for 1.5% per month will be added to all past due amounts.

2. If your account is placed for collection, you agree to pay all costs of collection, including a reasonable attorney fee.

c. The agreement must be signed by an authorized representative and include the name (if not the same person) of the party responsible to supervise the group and its behavior. **AD.38.1 B**

d. Camp Marshall may end this Agreement without any liability upon ten (10) days prior written notice to User either

1) without cause or

2) If there is a fire, storm, or other natural disaster, we reserve the right to make an immediate cancellation of this agreement and make a full refund of your deposit.

2. A signature page from the "Retreat Leaders Guide" (The last page of this document) acknowledging your receipt of Camp Marshall's Retreat Leaders Guide / Policies and Emergency Procedures will be on file.

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- a. This represents that you will familiarize and inform all those persons taking part in your event of the contents of those policies and practices outlined in the Retreat Leaders Guide/Policies and Emergency Procedures.
- b. All persons taking part in your event agree to fully abide by those policies and procedures and all rules or regulations held there.
- c. You agree that the violation of any policy, procedure, rule, or regulation may result in the immediate expulsion of the group or any individual member thereof at the sole discretion of the Executive Director and or the Site Manager.
- d. You further agree to indemnify and hold harmless Camp Marshall and the Episcopal Diocese of Montana from all claims or demands related thereto.

3. Certificate of liability insurance: A copy of your certificate of Liability Insurance naming Camp Marshall as additionally insured with a minimum coverage of \$1,000,000 must be in the camps possession. **AD.38.1E**

Until that time your dates are not guaranteed.

Prior to your arrival:

4. CONFIRMATION OF EVENT: You must contact the camp ten days prior to the beginning of your scheduled event to confirm the final number of participants or guests, and to specify any dietary needs.

5. Release of Liability waiver: Upon arrival your group leader is responsible to give a completed release of liability waiver for every individual in the group to the Site Manager or Retreat Host. *If the participants are minors it is the responsibility of the group leader to have those forms completed by the legal parent/guardian before arriving at the camp. *It is easiest for our office if there is an alphabetical list of participants clipped to an alphabetical set of release forms corresponding to the list of participants.

6. Calculation of your final statement: Prior to your departure, you will be asked to conduct a walk-through inspection of the premises with a representative of the camp. If there are any damages a separate statement will be generated and sent to the group. If it is not possible to calculate the damages prior to departure an incident report will be completed with the group representative acknowledging responsibility for the damage.

Part 2: Creating your contract / planning

a. Building your contract:

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1. Group size: We can work with groups ranging in size from 8 – 100. When working on the contract it is important for the camp to know which facilities will be needed to ensure the camps facilities will be ready when you arrive.

2. Accommodations: Camp Marshall has three lodging options: An Adult Cabin, Youth Cabins, and Family Style Dorm with 8 Rooms. Building plans of room/cabin layouts and number of beds in each are available at the Camp Marshall website for planning purposes. Our cabins are designed to support, a 1 adult to 6 camper (student) supervision ratio. Our staff can help you plan for all the space your group will need.

1. Additional Expenses:

When planning your event, you may wish to add items to your contract which may add to your per-person cost. These might include

- Linens (linen pack of two twin sheets, towel, wash cloth and a blanket). *There are no linens for the top bunks.
- Special Menu or banquet: Such as barbeque steak dinner or other premium dinner.
- Audio/visual services (projector / speaker)
- boating,
- archery,
- challenge course,
- swimming, etc. (See Specialized Recreational Activities, Section O)
- Boat rides to Wild Horse Island (either guided or self-guided once you get there)

2. Defining your overnight package: One night includes a single nights lodging, three meals, and meeting space appropriate to your group size, and a retreat host available to you the entire stay. *Groups may NOT rent the commercial dining hall to do their own food service.

- Once you have your rate set you can calculate your estimated contract. Number of participants * Estimated contract rate = estimated cost

When you are planning your event, the staff person working with you will help you calculate your total estimated package based on what you choose to add.

HR.8.B.2: HR 8.1, HR 8.3, HR 9.1

3. What and when to pay us: The fee for your event will be based on the number of participants and rates shown above. One week before you arrive at camp, we will need to know your best estimate of the number of participants you expect for your program. At that time, we will calculate what we expect to be the final balance which is due when you arrive at camp.

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4. **When You Arrive:** If there have been changes in the number of participants, we can make minor adjustments. Additional meals, services or facilities may be provided at our option so long as we are reasonably able. For additions we will charge our regular fees. In the event that the number of participants is less than you previously estimated we will expect you to pay for no less than 90% of your total estimated balance.

b. Planning a youth event: –Groups planning youth retreats should plan on.... AD41.1

1. Ratios: We recommend using an adult to youth ratio of; ST.35.1

- 1 adult to every 5 students (five years and younger),
- 1 adult for every 6 students (6 – 8 years old),
- 1 adult for every 8 students (9 – 14 years old),
- 1 adult for every 10 students (15 – 18 years of age) as a guideline.

At no time should an adult be alone with one student. ST.35.2, ST.35.3

2. Appropriate Screening: Camp Marshall recommends groups have screening policies for groups that have access to minors which include: AD38.1F

a. Conducting criminal background checks to prevent registered sex offenders from having access to the camp.

b. Training: Camp Marshall recommends that rental groups supply training to all staff to minimize the potential of any rental group personnel being in a one-on-one camper/personnel situation when out of sight of others. ST.36.2

3. Supervision:

If a group uses minors for supervision, Camp Marshall recommends all staff be at least sixteen (16) years of age and at least two (2) years older than the minors with whom they are working. ST.35.4

- a. Camp Marshall recommends at least 80 percent (100 percent for camps primarily serving persons with special needs) of the staff are eighteen (18) years of age or older. ST.35.5

c. Creating your schedule:

1. Meeting Rooms: Camp Marshall has several meeting room options: Brewer Lodge, Canterbury lodge and our Arts and Crafts facilities. *When using brewer lodge, it is important to plan for meal set up and tear down around your schedule.

a. Food: The Dining Hall serves meals at 8:00am, 12:00pm, and 5:30pm each day. Meals require advanced reservation to assure availability.

b. Groups (allowed to work in kitchen areas such as Coventry or Canterbury cabins) are responsible to follow procedures to keep utensils and equipment during food preparation clean and sanitized after each use. Procedures are posted in each kitchen area. AD39.1AB

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- a. **All groups** are responsible minimize time foods stay in the temperature danger zone of 40F to 140F. **AD39.1C**

2. Plan for weather: It is always a good idea to imagine your program adjusting for harsh weather. This is especially true if you plan to be outdoors. Have a “plan B” ready to go in case the weather is an issue.

3. Internet: Wireless Internet Service is available in Brewer Lodge or a guest office in the Studio of Brewer Lodge (this will need to be arranged for prior to a group arriving). It is important that groups understand the internet is **NOT high speed** and should not be thought of as “reliable” persons with “smart phones” can use their own phones to create “hot-spots” in other areas of the camp. *The best cell phone provider is Verizon on the camp property.

4. Worship Space: A wonderful outdoor chapel is available for your use. Please reserve these spaces at least two weeks prior to your event to ensure availability. Prayer books, bibles, and other sacristy related items are available.

5. Specialized Recreational Activities: We offer a wide variety of activities and programs that your group may wish to include during your retreat. Activities that require supervision by Camp Marshall Staff for safety reasons are called “specialized recreational activities.” Trained facilitators who handle the supervision of these activities, will work with your group’s leadership to successfully lead these activities. These require advance reservation and a small fee per person. Activity options can be found on the Camp Marshall website and include Challenge Course, Swimming, Boating, and more. Our staff can help you find which activities are best suited to your group. **AD.38.1C. AD41.1**

6. Activity Field: Camp Marshall has an activity field that your group may use at no charge, or reserve for a small fee. Bring your own sports equipment or ask to borrow some of ours!

e. Preparing your Group:

1. What to Bring: If you did not arrange for us to supply linens, you will need towels, sleeping bags or bedding, and pillows. You will also want to bring any personal items and clothing you may need. A flashlight with working batteries, sturdy walking shoes, insect repellent, and sun block are also good items to bring to camp. Please do not bring expensive or valuable equipment as Camp Marshall assumes no responsibility for their safe keeping.

2. Plan housing: Often the first question anyone asks when they get to camp is “where am I staying”. Sharing ahead of time housing arrangements can be immensely helpful both to the renter and the retreat host.

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3. Share Expectations / camp policies with your group: Sharing Camp Marshall's expectations of behavior / camps policies and emergency procedures with group leaders can be extremely helpful in reducing any misunderstandings when using the camp. The group leader has the primary responsibility of letting guests know ahead of time what to expect.

4. How to get to Camp Marshall: Camp Marshall is found at 41524 Melita Island Road, Polson MT 59860

Melita Island Road is found between mile markers 70 and 71 off Highway 93N. (If you are heading North on 93) Turn right onto Melita Island Road and drive about a mile through a residential community. You will see Camp Marshall's sign on your left.

Call the camp office if you need help finding us. (406) 849-5718
Summer season: (406) 849-5718
Off season: (406) 422-2230 x-100
Anytime: (800) 247-1391 x-100

Reminder:

Forget to reserve your meals? Need a Map? Looking for a Guide? Try a Kayak?

Please let Camp Marshall Staff know what programming requests you have at least TWO WEEKS before your event! The more time we have to plan the better. If staffing is limited it may not be possible to add some items to your contract.

Part 3: Once you arrive at Camp Marshall

a. Upon arrival the retreat leader will meet with the "Retreat Host" provided by Camp Marshall. This could be the Executive Director, Site Manager or a person appointed to serve in that role. **AD.38.1 D**

1.Orientation: At this meeting you will need to supply a correct number of your group, your final payment and review.... The leader should plan to arrive well ahead of the group to allow time for preparation with the retreat host. An outline of what will be covered in the orientation is below.

a. Safety: The Safety procedures and regulations for rental groups.

b. Tour Buildings to be used: Upon your arrival, a walk-through inspection of the facilities will be made with the camps Retreat Host provided by Camp Marshall.

c. Final Count: Group Leaders supply the final count of guests to the Retreat Host.

d. Payment: Group Leaders make the final payment for the weekend.



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- e. Release Forms:** Group Leaders provide the camp with signed release and liability forms from all the guests. (if they are minors, the forms must have been signed by a parent or legal guardian).
- f. Keys:** Keys will be provided to the Retreat Leader upon check-in. Please do not leave valuables unattended. Camp Marshall is not responsible for lost or stolen items. Upon departure you may place your keys in the key drop box found at the head office or hand them in to your host.

Part 4: Risk Management & Safety Procedures:

a. Camp Marshall requires rental groups be oriented to established safety regulations and emergency procedures in the general camp area that includes:

1. Identification of boundaries for living areas and general activity areas,

- a. A The camp has 27 acres of property with ½ mile of waterfront. Groups need to have a supervision plan in place to assure the safety of its members. Groups should discuss the boundaries it will be using during their stay. **AD.19.1A**
- b. Activity Areas: Such as the waterfront, Challenge Course, Archery are areas that are “off limits” unless accompanied by Camp Marshall Staff. **AD.19.1A**

2. Expectations for behavior

- a. Participating Groups are expected to treat and use the facility and its staff in a suitable way. It is helpful if the group communicates through a primary contact person who is on site with our staff or retreat host. Misuse of the facility or any of its property may result in added charges (if there is damage). **AD.19.1B**

3. Precautions concerning natural or physical hazards of the site.

- a. Natural Hazards: Do not approach wildlife and stay on established trails. Wear clothes for the weather and always carry water. Watch where you step at all times. **AD.19.1C**

4. Natural Disasters and other foreseeable emergencies:

- a. Groups are responsible to have a plan (should need arise) of the evacuation procedures of a building and or the camp if an emergency arises. **AD.19.1D**

5. Group Responsibilities:

HW 26.1 Your group is responsible to handle supervision of its behavior; health, safety and first aid and emergency care and emergency transportation for your participants. Also, groups handle accident and injury insurance of its members. **AD.38.1A, E, AD.43.1AB**

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6. Supervision:

We recommend that you bring at least one qualified adult who is at least 21 years of age and has at least a certificate of training; certified by a nationally recognized provider in age-appropriate CPR and in the use of an AED.

Health and Safety – A locked cabinet to be used for rental group medications is available upon request.

- User must bring
- the group's own first aid supplies and equipment.
- A current list of participants that includes name, addresses, emergency contact information, known allergies, or health conditions. For each participant under the age of 18, and not accompanied by his/her parent or guardian,
- a signed form granting permission to seek emergency treatment is required.
- The User agrees to furnish at least one counselor, age 18 years or older, who is trained in the principles of first aid, for each ten campers under 16 years of age. Emergency transportation is available through local emergency response groups by dialing 911.
- User agrees to furnish non-emergency transportation. **AD.42.1**

7. HW 27.1 D Medication/First Aid Supplies: Groups are responsible to provide their own first aid supplies, equipment & storage while they are at the camp. **43.1C**

- a. Camp Marshall advises all rental group leaders that all medication (both prescription and over-the-counter) need to be stored under lock except when in the controlled possession of the person responsible for administering them. **AD.44.2, AD43.1B**
- b. Groups handle the Training and information to be provided to its staff, families, and user groups concerning emergency procedures and reporting requirements. **AD.43.1D**

Health and Safety / Emergency Contacts:

Physical address to camp is 41524 Melita Island Road, Polson MT 59860

Fire, Police, Ambulance: 911 Sheriff: (406) 883-7301

Hospital: St. Joseph Medical Center: (406) 883-5680 HW 28.1

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Map and Directions to St. Joseph Medical Center:

*Retreat Leaders should have a list of all participants including name, address, emergency contact numbers, known allergies/medications, and a signed permission slips and or permission-to-treat forms.

AD.44.1 ABCD

*Be advised that you are to supply your own emergency transportation or call EMS (911).

AD.2.1, AD.43.1B

Directions to St. Joseph Medical Center:

17 min (11.4 miles)

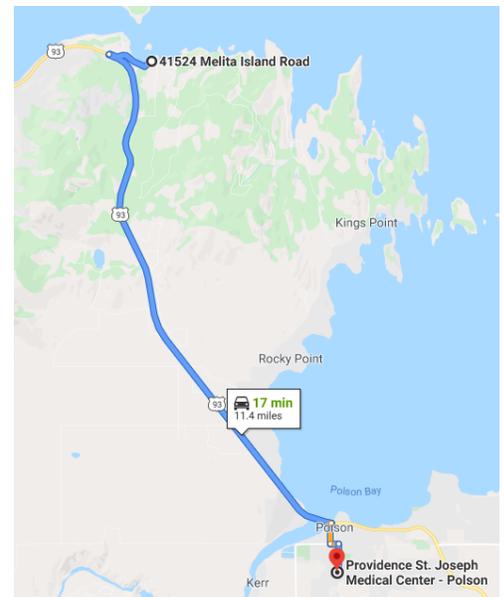
via US-93 S

Fastest route, the usual traffic

41524 Melita Island Rd

Polson, MT 59860

- Head west on Melita Island Rd 0.8 mi
- Turn left onto US-93 S 9.6 mi
- Turn right onto 1st St W 0.4 mi
- Turn left onto 7th Ave W/Seventh Ave E
- Continue to follow Seventh Ave E
 - mi
- Turn right onto 1st St E
- Destination will be on the right
- 0.5 mi
- Providence St. Joseph Medical Center - Polson
- 6 13th Ave E, Polson, MT 59860



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Part 5: Camp Marshall Policies:

1. **USE OF PREMISES-** During the term of this Agreement, the User shall use Camp Marshall for conducting a program of its own design and shall follow all applicable laws, codes, and regulations.
 - a. User groups can use only the facilities and services stipulated in the User Agreement.
 - b. **The Challenge Course** is off limits unless accompanied by facilitators approved by the Camp.
 - c. **Waterfront area:** No one shall enter the waterfront area unless a currently certified lifeguard, approved by Camp Marshall, is supervising the swimmers. Watercraft at the camp dock may be used by camp staff only. Guest watercraft may not launch from Camp Marshall's dock or waterfront area.
 - d. **Pets:** are not allowed, except in pre-approved instances. When pets are present at camp, they are to remain outside of buildings and on a leash. Never in the dining hall. Any exceptions must be documented in writing and signed by the Camp Site Manager. **AD.16.1**
 - e. **Fireworks and Weapons or ammunition** are not allowed on property. **AD.16.1**
 - f. **Smoking:** No smoking or use of e-cigarettes is allowed inside any building or near their entries. Tobacco use is allowed only in designated areas, away from children. Please keep Camp Marshall clean by placing all extinguished butts in proper trash bins. *Groups planning on smoking need to plan with the site manager ahead of time.
 - g. **Quiet Time:** Please be respectful of others who are staying with us at Camp Marshall. We ask that you observe quiet hours between 10:00pm and 7:00am so that others may rest.
 - h. **Laundry:** May be accessed by request.
 - i. **Alcohol:** Camp Marshall observes the Diocesan liquor policy. Equal amounts of non-alcoholic beverage es will be offered any time alcoholic beverages are offered. In addition, only those of legal age will consume alcoholic beverages. It is our expectation that alcohol will be consumed in moderation. Alcohol use must be discussed with the Executive Director, Site Manager, or their designee prior to signing the contract. **AD.16.1**
 - j. **Drugs:** No illegal drugs of any kind are allowed and prohibited on camp property. **AD.16.1**

2. **STEWARDSHIP:** Care is to be taken to avoid excessive use of natural resources, including water, propane, electricity, and firewood. User groups should plan to leave the facility and grounds as clean, or cleaner than you found them. A cleaning checklist is enclosed.
 - a. **Cleaning equipment and supplies** such as brooms, dustpans, mops, vacuum, dish soap, bathroom tissue, paper towels, and garbage bags will be provided by Camp Marshall.
 - b. **All furnishings** shall remain within the building where placed by Camp Marshall's staff unless removal is approved in advance by the camp site manager.
 - c. **Graffiti or the destruction of camp property is prohibited.** There is a minimum charge of \$100.00 for any new graffiti.
 - d. **Decorations:** Only painters' tape may be used on painted walls when hanging decorations. If any other adhesive is used on a painted wall there may be a damage fee added to the contract.
 - e. **Conservation:** Conserve energy by turning off lights, closing windows or doors when buildings are heated, or turning off heating units when not in use.

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- f. **Fires:** Open fires are allowed only in established fire rings and burned only on days not restricted by a “burn ban.” No cutting of timber is allowed; dead fallen branches may be used for firewood.
3. **PERSONAL PROPERTY:** brought to Camp Marshall by rental groups and their members, stays the responsibility of the individual who brought it. Camp Marshall is not responsible for theft, loss, or damage of possessions brought to camp by rental groups.
- a. **Personal Vehicles:** Camp Marshall is not responsible for personal vehicles, or its contents, brought onto the camp property. Vehicles should remain locked. **AD.16.1**
 - b. **Personal Sports Equipment:** Camp Marshall is not responsible for personal sports equipment brought by the user group. Further, if the equipment requires use of an area chosen for specialized activities it may require coordination/staffing of the area by Camp Marshall Staff (an example – the waterfront area) **AD.16.1**
4. **Transportation on camp property:** Use of ATVs and other similar motorized vehicles are not allowed. Transportation of individuals in the back of pickup trucks or other non-passenger vehicles is also not allowed. **FA.21.1**
- a. **Parking:** no motor vehicles, automobiles, buses, motorcycles, trucks, or RVs will be parked on or over grassy areas or outside of designated parking areas without the permission of the site manager. This will prevent damage to underground pipes and to our electrical system. **AD.16.1**
 - b. **Drop off/Pick up:** Group leaders are responsible to communicate with guests when to arrive and where to park with the goal of an “orderly arrival and departure of vehicles”, procedures for unloading and loading of vehicles, and guidelines for supervision of the area and people in t during this time. **AD.4.1**
 - i. Group leaders are responsible to communicate with parents/guardians supplying transportation to/from camp –
 - ii. Pick up and drop off times and safety procedures related to pick up and drop off.
 - iii. A system to communicate changes or emergencies that would affect campers pick up/drop-off time or location and
 - iv. Safety rules for van or bus travel if provide by the group or camp. **AD.5.1**

Violation of Guidelines: Damage to Camp Marshall property will be billed to your group and significant violations of these guidelines may result in individuals or the entire group being required to leave before the completion of the planned stay. There will be no refunds upon this occurs.

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Part 4: Emergency Procedures:

a. In case of an emergency, staff will follow the rescue procedures outlined in this document. These procedures will be implemented applying decision making skills to the situation at hand and using the experience gleaned through Emergency Procedure training. If guests recognize an emergency, they are encouraged to contact a staff member and set the emergency procedures into action. If the nature of the emergency is life threatening or potentially so (such as a fire) an immediate call to 911 is appropriate. Directions to the camp can be found next to any "land-based phone" on the camp, the first aid building or head office.

An AEDs is available at the Health Office. **HW.12.1**

When on camp, the Executive Director will be the Retreat Host. If not, it will be the Site Manager or his/her designee to serve in this role.

- I. The staff member will assess the situation and then contact the Retreat Host to alert him/her to the situation.
- II. The Retreat Host will send staff members to supply instructions to guests and other staff as needed.
- III. The Retreat Host will contact EMS as needed and the Executive Director. If 911 has already been called the Retreat Host will gather information i.e. who called, time, report made which will be added to an incident report.
- IV. If necessary, the Executive Director will contact an individual's parent or guardian. For user groups, the contact person for the rental group has this responsibility.

The camp staff will follow the procedures associated with the specific type of emergency as outlined below:

1. Weather Related Emergency:

1. In case of lightening, thunder, or hail, all individuals are to move activities indoors.
2. If weather supplies a more serious threat, such as a tornado, all individuals are to move to buildings suited to riding out a storm. These include:
 - a. The East Shower House
 - b. West Shower House
 - c. Canterbury Cabin
 - d. Coventry Cabin
 - e. Lower rooms in Brewer Lodge
3. The Retreat Host or their designee will contact the sheriff's office for further instructions.
4. Camp Marshall reserves the right to cancel a reservation if emergency aid cannot safely get to camp, such as snow/ice, flooding etc. **ST.23.1**

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2. Fire:

1. All individuals will evacuate the building (or outdoor area) using emergency exits if needed- no one is to try to extinguish the fire.
2. Campers may continue to the Dining Hall for shelter if needed.
3. The Retreat Host or group leader will contact the Fire Department by dialing 911.

ST.23.1

3. Intruders unauthorized guest or active threats:

1. Retreat Host or a representative accompanied by one other person will approach the individual and ask him/her to leave.
2. If the intruder refuses to leave, or if he/she is armed, the Retreat Host provided by Camp Marshal will contact the sheriff's office and request aid removing the individual from the property. If for any reason the Retreat Host is unavailable the group leader may call 911 to request help. **AD.18.1, ST.22.1**

4. Lost/Missing Person:

1. Attempts will be made to contact the missing individual via radio and cell phone.
 - The camp bell will also be rung as an alarm to gather everyone on camp.
 - Once everyone is together campers/staff will be asked if anyone had seen the missing person.
 - Those who had seen the missing camper will be gathered to gather clues – i.e., who saw them last, mood, what were they wearing, any plans etc....
 - Some staff will be tasked with leading an all-camp activity – which may be as simple as watching a movie – or group activity on the sports field.
 - The remaining staff – will be tasked with specific areas to search- waterfront, in and under cabins, county road etc....
 - When there has been a first search – if the person has not been found the Sheriff's office will be contacted.
 - When the Sheriff arrives, they will be in control of the search.
2. The Retreat Host will arrange for staff members to search for the individual, starting in his/her last known location.
3. If the person is still unfound, the Retreat Host will contact the sheriff's office and request added help in finding the missing individual. **AD.20.1, ST.24.1**

5. Aquatics or Challenge Course Emergency:

1. Follow procedures as outlined for emergencies related to that specific area within its policies and procedures.

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6. Evacuation: TR 1.1

In the case of an event such that Camp Marshall is no longer a safe facility, the Executive Director, site manager or their designee, will make the decision to close the facility and, if necessary, notify local authorities. At such time, the Retreat Host or a representative will notify all guests that the facility is closing and that they must leave. If a more time sensitive threat to the safety of guests, staff will lead all guests to the Locust Community Center and Fire Hall, from where further transportation can be arranged. Following all emergencies, an accident/incident report will be completed and filed with the Executive Director. *User groups handle the transportation of its members.

7. OM 11.3 The Executive Director will be the only staff member to discuss any emergency with the media.

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Part 5: Retreat Leaders Guide / Policies / Emergency Procedures & Release of Liability Signature page

*This document must be completed and returned to; Episcopal Diocese of Montana, Camp Marshall, P.O. Box 2020, Helena Montana 59624 before your contract can be finalized.

Please initial each of the four primary areas of the retreat leaders guide

_____ I have read and understand Part One – What I need to reserve my dates

_____ I have read and understood Part two – Creating the contract / Planning

_____ I have read and understood Part Three – Planning my arrival. (This includes submitting signed release forms to the Site Manager or Retreat Host).

_____ I have read and understood part Four – Emergency Procedures

YOUTH: You understand that certain activities in which the youth or minors may take part at the facilities may involve certain inherent risks of injury. You agree to assume full responsibility for any injuries or damages sustained by any such youth or minor or caused by any such youth or minor and agree to indemnify and hold harmless Camp Marshall the Diocese of Montana their agents and employees from any and all liability associated therewith, including all costs, judgments, and attorney's fees.

PHYSICAL DAMAGE: In case of any physical damage or loss to the facilities, you agree to pay the costs of repair or replacement. The amount will be added to your statement.

Camp Marshall reserves the right to change its rates at any time it considers necessary.

While on site, please respect the safety of others and the wellbeing of Camp Marshall's property and facilities.

The undersigned represents that he or she is authorized to enter into this agreement on behalf of the user organization and that the terms hereof are understood and accepted.

Signature of Authorized Representative

Date

Authorized Camp Marshall Signature

Date