

## User Group Manual

### Policies and procedures



Camp Akita

A Mission of First Community Church

29746 Logan-Hornsmill Road

Logan, OH 43138





## Camp Akita User Group Information

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## Welcome to Camp Akita



Thank you for choosing Akita for your meeting and retreat needs. During your visit, we will strive to make your stay with us an enjoyable and relaxing experience.

This document is provided to assist you with the many facets surrounding your stay. We have included our policies, safety and emergency information, maps of camp, and other points of interest in the Hocking Hills area.

We wish you the best and hope that your stay is most enjoyable!

Thank you,

The Staff of Camp Akita



## History of Camp Akita

Camp Akita was established in 1949 as a retreat facility, owned and operated by First Community Church in Columbus, Ohio. John W. Galbreath gave the original lands and buildings in 1947 in memory of his first wife, Helen Mauck Galbreath. Included in the gift were 160 acres of ravines, valleys and hillsides. This gift and purchase of an additional 40 acres of land in 1948 became the land for the dream of a camp envisioned by Dr. Roy Burkhart and First Community Church members. "Akita" a Sioux Indian word for "searcher" was selected for the name of the camp.

The First Community Church Board of Trustees approved the building of a Lodge and Dining Hall in October, 1948. The lake, dam, and water supply had already been developed six months earlier. The original price tag for the development was \$150,000. Also included were many hours of donated time, material and supplies. May 22, 1949 was the first dedication of Camp Akita and in that summer, 524 youth campers attended summer camp at Akita.

Over the first 50 years, Akita has grown in size to encompass nearly 1,200 acres. Although additions were made to enlarge the Lodge and improve the Dining Hall, no major construction efforts were made at Camp after 1949 until the recreation of Akita in 1999.

Akita underwent major renovations including the construction of a new Lodge, hillside cabins, and expansion of the Dining Hall. Akita re-opened its doors to youth in the summer of 2000.

As has always been the tradition of Akita, First Community Church welcomes young people of all ages and all faith traditions to enjoy the natural surroundings and serene atmosphere that is Akita. We welcome you to embrace the spirit that is Akita.





## Camp Akita

### User Group Information

Camp Akita is located 50 miles southeast of Columbus, Ohio in the beautiful Hocking Hills region. Situated on 1,200 private acres, this breath-taking retreat center offers accommodations and group facilities for the ultimate outdoor get-away experience.

#### **Mission**

Camp Akita is a place of fun and reflection where all campers, regardless of age, are encouraged to strengthen their relationship with God, self, others, and nature.

#### **Vision**

Akita campers are inspired to become people whose lives embrace the values of compassion, acceptance, community, and authenticity.

**Compassion:** Akita campers care for one another

**Acceptance:** Akita campers value each individual

**Community:** Akita campers build genuine relationships

**Authenticity:** Akita campers celebrate their uniqueness

These core values embody what we call the “Akita Spirit.” We invite each camper to embrace this Spirit both within and beyond the camp gates.

Founded on the traditions of First Community Church, Camp Akita staff members encourage all campers to recognize their uniqueness and inherent worth as individuals loved by God, without condition. Staff members recognize that living in community with campers from diverse backgrounds and beliefs enriches our experience together. The community we create allows each camper to grow in an atmosphere of acceptance and encouragement.



## Camp Akita User Group Information

### **FACILITY RATES, RESERVATIONS, AND DEPOSIT**

Camp Akita is available for rental by Church members, non-Church members, retreat groups, corporate retreats, school groups, family reunions, and many more, before and after our traditional camping season which begins the beginning of June and ends in August.

Our lodge will accommodate 101 guests in 24 semi-private sleeping rooms and infirmary. Our 5 self-contained housekeeping cabins vary in size and will sleep between 2 and 12 people. By utilizing a combination of our lodge and housekeeping cabins, we can easily accommodate groups of nearly 150. Our dining hall will seat up to 230 guests.

For Overnight Use Rates: Please contact our Facilities Director, Danita Young, at 740 385.3827, ext. 222.

To Confirm a Reservation: A non-refundable, non-transferrable deposit of 50% for rental of the Lodge or \$50.00/night for rental of our housekeeping cabins, is required to confirm your reservation.

Payment in Full & Final Numbers: Final attendee numbers are required two weeks prior to your arrival unless prior arrangements have been made. Payment for your stay is due within 30 days of your stay.

Cancellation Policy: The cancellation of a reservation must be made within ninety (90) days prior to your scheduled stay. If a cancellation is made less than ninety (90) days prior to your scheduled stay, the minimum charge set forth in the rental agreement will be billed to your group.



## Camp Akita

### User Group Information

#### ACTIVITY AREAS

Camp Akita has several areas to supplement your group's schedule of activities. There are many opportunities at camp that require no additional fees including, basketball, 7-acre lake, for swimming, canoeing, and catch and release fishing, numerous hiking trails, and a 4-square court. Lifejackets, canoes, and paddles are located at the waterfront. Assorted balls are located at the basketball court. All equipment should be checked for repair prior to use and should be appropriate to the size and ability of the user. Any safety or repair concerns should be communicated to the facilities director. Specialized activity facilities or equipment shall not be used without camp staff.

#### ACCOMMODATIONS

Camp Akita facilities include a full service lodge with a central meeting room with fireplace and audio/visual equipment. There are five modern self-contained housekeeping cabins available for overnight lodging, each sleeping 2—12 people. Group members need to provide their own bedding, towels, and toiletries. Camp Akita also offers an outdoor chapel, Vesper Hill, which is nestled in a pine grove northwest of the Lodge. The Rockstalls Nature preserve, privately owned by Camp Akita, is a box canyon formation which features multiple waterfalls.

**Lodge**—Built in 2000, the Lodge accommodates up to 101 people in beds divided into four semi-private sleeping areas. Each sleeping area includes six rooms with four beds each, furnished lounge area, kitchenette and bathroom facilities. The main room provides meeting space for 150 persons and features a large fireplace, access to the lake-view deck and a small kitchenette. Break-out meeting spaces and lounges accommodate a variety of group sizes and arrangements. The fully furnished Akita Café, Akita Store and infirmary are housed in the lower level with access to the hillside patio and a view of the lake. A stunning entry hall, the lake-view deck and the hillside patio connect guests with the beauty and simplicity of Akita's unique setting. The entire lodge is air-conditioned and offers audio/visual support services and wireless internet.





## Camp Akita

### User Group Information

#### ACCOMMODATIONS– Continued

**Dining Hall**—Expanded and renovated in 2000, the dining hall accommodates up to 230 guests in a comfortable and relaxing setting. One of the most important features of our dining hall is our delicious family-style food! New meeting space in the lower level provide space for a variety of activities or meetings. The entire building is air conditioned and offers audio support.

**Dogwood Cabin**—Our newest cabin offers largest sleeping capacity and the closest proximity to the main camp. This cabin sleeps 12 and has two full bathrooms, a fireplace, multiple decks, a kitchen, and central heat/air conditioning. Four bedrooms each contain one set of twin bunk beds and a single twin bed.

**Sky Valley Cabin**—This rustic cabin has modern updates and offers guests scenic views of the natural surroundings. Sky Valley sleeps 10 and has two full bathrooms, a wood-burning stove and floor-to-ceiling windows in a vaulted-ceiling main room. The cabin features three bedrooms, one with a queen size bed and two with two sets of twin bunk beds each.

**Bent Nail Cabin**— This quaint cabin is the perfect cabin for a couple to get away from everyday stresses. It features a single bedroom with a queen size bed, a combined living room, kitchen, and dining area with vaulted ceilings, a full bathroom, and central heat/air conditioning. Enjoy sitting out on the large deck to escape to enjoy the natural beauty surrounding the cabin.

**Cabin in the Glen**—Accented by rough-hewn log walls, this cabin has the look and feel of an old-fashioned cabin. Situated in a valley, this cabin is the closest to the lake and athletic fields. The cabin features a spacious living room with the original floor to ceiling stone fireplace, a large screened porch, kitchen, one full bathroom, central heat, and window air conditioning units. It sleeps six people in its two bedrooms, one with a queen size bed and the other with two sets of twin bunk beds.

**Toad Hall**—Toad Hall features an open floor plan with the living room connected to an inviting kitchen with stainless steel appliances and an island. The cabin has two bedrooms and sleeps up to six people with a full size bed, one set of twin bunk beds, and a queen size pull-out sofa in the living room. One full bathroom features handicap accessibility, and the driveway has a convenient parking area for many vehicles.



## Camp Akita User Group Information

### CAMP AKITA POLICIES

#### **INSURANCE**

User Group agrees to save and hold harmless Camp Akita and First Community Church, staff and/or volunteers, for personal injury and/or property damage occurring during the use of Camp Akita facilities or arising out of this contract. The user group must provide a certification of insurance evidencing liability coverage with minimum limits of \$500,000 combined for personal injury and/or property damage. Note: Camp Akita and First Community Church do not provide any user group health or accident coverage for rental groups. All people using Camp Akita's facilities agree to provide their own health and accident insurance.

#### **SAFETY ORIENTATION**

Group leaders must orient and enforce with their entire group the policies and rules in this User Group Manual. Questions may be directed to the Facilities Director. Any and all security concerns regarding the site should be reported directly to the Facilities Director. Safety orientations with the program director are required for specialized activities (i.e. adventure complex, giant swing).

#### **RESPECT**

We ask that participants and guests respect everything at Camp Akita including other participants, facilities, nature, and equipment. Please respect the privacy of other guests. Do not enter other occupied buildings without permission from the guests staying in those facilities. Please do not create loud disruptions outside of buildings occupied by other guests. Please leave natural areas as undisturbed as possible.

#### **ARRIVAL**

Guests may proceed directly to the facility they have reserved. A key for each building will be provided along with a comment sheet. Please feel free to leave your comments and concerns. Your input will assist us in providing services that guests desire.

Check-in time is 6:00 p.m. the day of your arrival unless other arrangements have been made with camp staff.



## Camp Akita User Group Information

### **DEPARTURE**

If a balance is due on your guest rental, please leave payment in the amount indicated on the comment sheet in the envelope provided. Please leave the key along with the comment sheet and payment in a conspicuous location for our staff to retrieve. Please make sure all windows and doors are closed and locked upon your departure.

Check-out time is 2:00 p.m. on the last day of your rental unless other arrangements have been made with camp staff. If you occupy the facility past this time, you may be charged for an additional night's stay.

### **KEEP CAMP CLEAN**

Please keep camp litter free. Guests are responsible for the removal of all decorations and debris. We will dispose of any trash and remove items associated with our services. Please take all trash to the dumpsters located at the far end of the Dining Hall. Do not leave trash outside of the buildings. While we provide normal janitorial services to each building, we ask guests to leave the buildings in a clean condition. Dishes should be washed and put away. Floors should be swept of any excess dirt that has been tracked into the building.

### **VEHICLES**

Parking is permitted in designated parking areas only. Please do not block the fire lanes in front of the lodge. Please do not block the path located in front of the Dogwood and Sky Valley cabins. Camp Akita prohibits the transportation of persons in non-passenger vehicles. Please do not park or drive on grassy areas. ATVs are prohibited.

### **PERSONAL PROPERTY**

Camp Akita does not assume any responsibility for lost, stolen, or damaged personal property or equipment. If an item is lost, please contact the Facilities Director. Any unclaimed lost and found item will be held for a period of ten days. If the item is not claimed within ten days, Camp Akita will donate the found item to a local charity. Participant use of personal equipment may be used with owner/user group's discretion and permission.



## Camp Akita User Group Information

### **MEAL SERVICE**

Guests staying in our housekeeping cabins provide their meals. Each cabin is equipped with full kitchens and are stocked with basic kitchen supplies.

Guests staying in our Lodge are provided meals in our Dining Hall. Please call for availability and menu. We try to accommodate special dietary requests. Please see “Dining Hall Procedures” for further information regarding food service.

### **ALCOHOL**

The consumption of alcoholic beverages on the premises of the North and South Campuses of First Community Church or Camp Akita is prohibited, unless written application is made to the business office of the church or camp prior to the event, and written authorization is given to the applicant. In such case, the applicant must agree in writing to comply with all of the following:

- It is a church event or reception for members and their guests, or a private reception following a wedding, funeral or service of memory;
- The alcoholic beverages are limited to wine in the North and South Campuses, and to beer and wine at Camp Akita;
- The alcoholic beverages are not sold to the attendees;
- The alcoholic beverages are monitored by a designated host and are served by designated servers, and the attendees are not permitted to serve themselves;
- No one will be served who is underage or appears to be intoxicated.
- No member of the church staff who is underage is permitted to set up, serve, or clean up the alcoholic beverages at the event or reception.

If the alcoholic beverages are to be sold, or there is a cover charge or admission fee for the event or reception, a temporary permit must be secured from the Ohio Department of Liquor Control. The applicant must comply with all requirements of such permit.



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#### **SMOKING**

Smoking is strictly prohibited inside all buildings. We have supplied sand buckets for those who choose to smoke outside. Please do not smoke near doors used by other guests for the means of entering/exiting the buildings.

#### **DECORATING**

No nails, screws, tacks, hooks or tape may be attached to ceiling or wall without the prior consent of Camp Akita. No alterations may be made to the building or structure. Candles are allowed, surfaces and tablecloths must be protected. Candelabra must use metal encased candles. Candles cannot be removed until tallow has hardened. Carefully extinguish candles. Lessee takes full responsibility for any damage caused by fire or wax drippings. Your florist, decorators, cake or service provider must clean up any messes they make while setting up or taking down.

No foliage or shrubbery on the property may be cut.

The use of glitter or tensile is prohibited.

Please do not toss rice. We prefer that you toss bird seed or use bubbles, outdoors only.

#### **FURNITURE**

Please do not move the furniture. Many furniture pieces are heavy and will cause damage to floors if not moved properly. Please let us know if you require the relocation of any furniture piece.

#### **PETS**

Small pets are permitted at camp. All pets must be kept on a leash and under your control. You will be held responsible for any damage or injury caused by your pet. All pets must be kept off of furniture and bedding. If additional cleaning is required due to excessive pet hair, etc., you will be billed additional fees to cover these cleaning costs. Please pick up and discard waste left by your pet

#### **BOUNDARIES**

Participants should observe camp boundaries and maintain good relationships with camp neighbors. Unless participating in planned/supervised excursions, guests should stay within camp boundaries as shown on the map contained herein.



## Camp Akita

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#### **RESTRICTIONS**

No large animals, weapons, or illicit drugs are permitted. Gas, liquid flammables, explosives, and other hazardous materials may only be handled by persons trained or experienced in their safe use and disposal and must be stored appropriate with access limited to trained persons, in closed safe containers that are plainly labeled as to contents in locations separate from food. Camp fires are permitted only in designated areas. Group leaders must make sure a shovel and two (2) large buckets of water are present prior to starting the camp fire. At the end of the camp fire—the fire must be completely extinguished using water and shovel.

Camp Akita will immediately notify law enforcement, without notice, if any illegal activities are taking place including, but not limited to: drug use, underage drinking, lewd or sexually explicit behavior, possession of weapons, endangerment or destruction of property. In the event of any of these acts, your event will be immediately cancelled and all parties will be asked to leave the premises.

#### **SUPERVISION**

The User Group and group leaders are responsible for the supervision and behavior of the user group participants. User groups are advised to complete background checks on persons supervising children, including the national sexual predator database authorized by Congress ([www.nsopr.gov](http://www.nsopr.gov)). In order to prevent situations where the opportunity for child abuse might arise, group leaders should determine when at least two staff persons are required with camper groups, such as on overnights, in showers, and on trips, both for the sake of safety and to prevent situations with opportunity for child abuse. **The “buddy system” should be in place everywhere a minor participant goes.**

**It is the sole responsibility of the User Group to supervise any specialized program activities or recreational activities led by the User Group.**



## Camp Akita User Group Information

### **SUPERVISION—Continued**

Camp Akita encourages the following adult to camper ratios to encourage the safety of all guests:

Camper Age	Number of Staff	Overnight Campers	Day-Only Campers
5 years & younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18	1	10	12

\*It is recommended that at least 80% of your supervisor staff are 18 years of age or older.

\*If your supervising staff are at least 16 years of age, they should be at least 2 years older than the minors whom they are supervising.

**When User Groups serve campers with special physical, medical, cognitive, or behavioral needs who require additional staff, additional staff may be needed.** It is the sole responsibility of each group to analyze their camper population and determine the level of assistance and supervision of each camper and activity to determine the staff to camper ratio so that all campers are kept safe, physically and emotionally.

### **WATERFRONT—SWIMMING**

The waterfront/swimming area is **CLOSED** unless a minimum of two certified lifeguards are **ON DUTY**, one of whom must be an adult at least 21 years old, and with these ratios:

2 lifeguards 1-40 swimmers

3 lifeguards 41-60 swimmers

4 lifeguards 61-80 swimmers



## Camp Akita User Group Information

### **WATERFRONT—SWIMMING—Continued**

Lifeguards must be certified by a nationally recognized body specific to lake swimming, or equivalent with documented related skills, have a current First Aid certification, age-appropriate CPR/AED card, and follow standard policies and procedures. Groups are encouraged to utilize *lookouts*—who will often be assigned to a designated area in which they are required to be responsible for those swimming. They will assist on-duty lifeguards to keep an eye on all those in the water, and during an emergency by actively watching and assisting campers after they exit the swim area or helping contact emergency personnel. Lookouts should demonstrate the ability to utilize elementary forms of non-swimming rescue (i.e. life tubes). Their use does not affect mandatory lifeguard ratios (above). Lifeguards and lookouts are to be attentive to their responsibilities at all times and are located in positions which they can continuously observe and readily assist participants. They will stand or sit in designated areas facing the water and will avoid socializing or responding to distractions.

Lookouts should be stationed at the following locations when in use:

- A. High Dive
  - B. Low Dive
  - C. Beach
  - D. Boat Dock
- A. High Dive—Lookouts should watch divers from the time they enter the water until they touch the ladder, once the swimmer is on the ladder, the next swimmer may proceed off the dive. Instruct divers to jump straight off and swim to the right only. Inward flips and gainers are prohibited.





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- B. Low Dive—Lookouts should watch divers from the time they enter the water to when they touch the ladder or until they can stand in the water, the next swimmer may proceed off the dive. Watch for congestion at the bottom of the ladder. When crowded, create two lines on the platform...one on each side of the board. Do not allow swimmers to jump from the wood platform. Inward flips and gainers are prohibited.
- C. Beach— Watch non-swimmers as indicated by the head lifeguard. Watch the water and scan from one side to the other.
- D. Boat Dock— Remind campers of boating rules as you prepare them with personal flotation devices (lifejackets) and paddles. Be attentive to boaters coming and going from the dock area. Track and monitor boating as it occurs on the water. Store boats appropriate after each use.

### **BUDDY SYSTEM**

Participants are paired with another participant of similar ability. Buddies must remain in the same area and should be instructed not to perform rescues in the case of an emergency but to inform the area leader (Lifeguard, Program Director, etc.) that their buddy is in trouble. If a buddy needs to leave an area for any reason their buddy must also leave until both are ready to return.

Buddy Checks should be conducted at regular intervals during swim periods and other activities. Conducting Buddy Checks at least every 10 minutes, during swimming activities, ensures that Buddies are near each other, being responsible, and that a check can be performed quickly and efficiently. The check is initiated by the Lifeguard or activity leader using a predetermined signal. Lifeguards will use a whistle. When the whistle blows all swimmers should clear the water and “Buddy Up”. Swimmers should join and raise hands with their Buddy while standing at the water’s edge. A staff member should be assigned to perform a Buddy Count. Staff must immediately begin a search if a buddy is unaccounted for. When all Buddies are accounted for, activities may resume. Using this system does not exclude swimmers from being swim tested prior to being allowed to enter the water.



## Camp Akita

### User Group Information

#### **SWIMMING RULES**

- A. Always swim with a buddy
- B. No dunking or rough play
- C. No throwing rocks or sand
- D. Swim only in designated areas
- E. Swimming after dark is prohibited.

#### **BOATING RULES**

- A. Personal flotation devices (lifejackets) must be worn at all times by all participants.
- B. No standing, tipping, or rocking boats.
- C. No boating in or near designated swimming areas.
- D. No swimming from the boats
- E. No more than 3 people should occupy a canoe at any given time.
- F. Canoeing and boating after dark is prohibited.

#### **DIVING RULES**

- A. Jump or dive straight off the diving board.
- B. One bounce only.
- C. Look before you leap.
- D. No inward flips or gainers.
- E. Swim directly away from the area
- F. No Swimming under the diving board.



## Camp Akita User Group Information

### **INJURY, ILLNESS, AND OTHER EMERGENCY PROCEDURES**

**Call 911 for all life-threatening emergencies.**

**The address and locations of the buildings is listed below:**

**Lodge—29746 Logan-Hornsmill Road, Logan, Ohio**

**Toad Hall—29746 Logan-Hornsmill Road, Logan, Ohio—1st building on the left when entering main camp**

**Sky Valley—29746 Logan-Hornsmill Road, Logan, Ohio—1st building on the right when entering main camp**

**Dogwood—29746 Logan-Hornsmill Road, Logan, Ohio—2nd building on the right when entering main camp**

**Bent Nail—29746 Logan-Hornsmill Road, Logan, Ohio—3rd building on the right when entering main camp**

**Cabin in the Glen—29109 Rockstull Road, Logan, Ohio—1st drive on the left on “lower Rockstull Road”**

If the injury or illness does not require emergency personnel, maps are provided at the back of this user group manual to direct you to the nearest hospital.

All injuries should be immediately reported to the Akita Facilities Director.



## Camp Akita User Group Information

### **MEDICAL & EMERGENCY POLICIES**

It is the responsibility of the User Group to provide their own first aid, including supplies, emergency care, and transportation, and adult(s) with current CPR/AED and First Aid certification from a nationally recognized provider.

The User Group agrees to have available emergency information on all participants, including: names, addresses, emergency contact names and phone numbers, allergies or health conditions requiring treatment, restrictions or accommodations while on site and, for minors, a parent-signed permission to seek emergency treatment form (i.e. User Group Roster & Medical Emergency Form/Voluntary Release Form).

When children under the age of eighteen (18) years of age are present, all medications must be stored in a secured area and distributed by leadership only.

The User Group leader must follow and communicate to participants the Medical and Emergency procedures as set forth in the User Group Manual, which is provided in each building.

Emergency phone numbers and instructions are posted by every phone.

### **EMERGENCY TRANSPORTATION**

**Medical emergency transportation must be available at all times by user groups. User groups provide their own emergency transportation. It is best to have a designated vehicle in place with keys readily available when needed. We prohibit the transportation of persons in non-passenger vehicles.**



## Camp Akita User Group Information

### EMERGENCY PROCEDURES CONT'D.

In the event of a fire, severe thunderstorm and/or wind storm, or any other situation involving campers and staff, please follow the se procedures:

1. Group leader shall proceed directly to the dining hall to sound the bell in the sequence of three short rings with a long pause between each set. At the sound of this distinct bell pattern, please follow these directions precisely.
  - \*All guests should immediately report to the lower level of the Lodge (Akita Café), if it is safe to do so. If it is not safe to do so, seek shelter immediately.
  - \*In the event that the emergency prevents gathering in the lodge, please gather in the lower level of the dining hall.
2. Group leader shall immediately take an attendance/head count to be sure all persons are accounted for.

### FIRES **Call 911**

All buildings are equipped with smoke detectors. If any fire threatens to spread in a building, immediately send someone to pull the fire alarm and begin the process of evacuating the facility. Pulling of the a fire alarm will automatically signal the fire department but someone should also call **911** as soon as possible.

All participants should be directed to gather near the flag pole next to the lodge.

Immediately contact the Akita Facilities Director.

**Do not allow any guest to re-enter the building until you have been advised that it is safe to do so.**



## Camp Akita User Group Information

### SAFETY PRECAUTIONS

Become familiar with the location and operation of fire extinguishers.

Become familiar with fire evacuation routes in each building.

Know that water can put out paper, wood, and cloth fires, but not oil or gas fires.

If someone's clothing should catch on fire, smother the fire by rolling the person on the ground and covering them with a blanket or other heavy clothing.

Do not leave burning candles or campfires unattended.

If any fire threatens to spread in a building, immediately send someone to pull the fire alarm and begin the process of vacating the facility.

Pulling the fire alarm will signal the fire department automatically, but someone should also call **911** as soon as possible.

Immediately contact the Akita Facilities Director.

### LOST CAMPER

In the event of a "lost" camper, the group leader should immediately organize groups to begin the search for the missing individual.

**The group leader should immediately assign an individual to contact Danita Young, Property Manager, at 740 808.1458. If Danita Young is not available, this person should contact Mike Young, Supervisor of Operations, at 740 503.3425.**



## Camp Akita User Group Information

### **INCIDENT/ACCIDENT REPORTING**

All incidents, accidents, “near misses”, and emergencies not resulting in injury, require the completion of an incident report. Please turn this document in to the Akita Facilities Director for review for risk management purposes.

The “Incident/Accident Report” form may be found in the back of this user group manual.

Incidents and accidents include fires, natural disasters, danger from intruders and trespassers, crises arising out of camper, staff, or rental group behavior (e.g. fighting, serious emotional outbursts, threatening of others) or other situations posing serious safety threats. Near misses and emergencies not resulting in injury may include lost campers, near drowning, or the use of drugs or alcohol by staff or participants.



## Camp Akita User Group Information

### STAFF CONTACT INFORMATION

The following individuals are on the grounds Monday – Friday, 8:00 a.m. – 4:00 p.m., and can be reached by calling (740) 385-3827 and their appropriate extension numbers.

**Danita Young**

Akita Facilities Director

Office: 740 385.3827, ext. 221

Mobile: 740 808.1458

**Mike Young**

Supervisor of Operations

Mobile: 740 503.3425

**Robyn Miller**

Director of Food Services

Office: 740 385.3827, ext. 230





## Camp Akita User Group Information

### PHONES

All phones located in the Lodge, Dining Hall, Dogwood, Sky Valley, Toad Hall, and Bent Nail require that you dial “9” to access an outside line.

To reach a guest staying in another facility, please refer to the numbers provided below:

	<u>From outside camp</u>	<u>From a camp phone</u>
Lodge	740 385.3827, ext. 240	Intercom 240
Dogwood	740 385.3827, ext. 242	Intercom 242
Sky Valley	740 385.3827, ext. 243	Intercom 243
Toad Hall	740 385.38.27, ext 245	Intercom 245
Bent Nail	740 385.3827, ext. 249	Intercom 249
Cabin in the Glen	740 385.2475	740 385.2475

Phones located in the Lodge foyer, Dogwood, Sky Valley, Toad Hall, and Bent Nail are equipped with voicemail. To retrieve a message, please dial “Feature 981” and follow voice prompts to retrieve messages.



## Camp Akita User Group Information

### **DINING HALL PROCEDURES**

Those using the Akita Dining Hall are encouraged to consider its use as an opportunity to enhance their overall program. The time spent in the Dining Hall offers many opportunities which are often overlooked by group leaders. It is a good time for relaxed conversation with new and old friends. Some groups include meal prayers before they sit down to eat. After the meal is a perfect time to make announcements important to the entire group. Many groups take this time for skits or camp songs after the meals and clean-up is done.

As a group leader, we ask your support of the Dining Hall operation. When a group comes to camp, it is creating a camp community. In the Dining Hall, as in the rest of the camp, that community is responsible for its own housekeeping. This includes table hoppers to set the tables and to clean up after the meal. The Dining Hall needs to be left ready for your next meal.

You may be surprised at the number of campers who have never set a table or swept floors. For many, especially younger campers, this in itself is a learning experience. There have been some who ask why they must pay to use Akita and are then required to wait on themselves and clean up after themselves. We feel the camp community concept is part of going to camp. It would require a crew of janitors and cafeteria works to do this, but if you compare our prices to those of a resort, it is obvious why we don't.

The Akita kitchen staff is made up of professional people who make the extra effort to ensure that every meal served is hot, nutritious and tasty. We can do this only with your help in cooperating with the Dining Hall procedures listed below:



## Camp Akita User Group Information

### **DINING HALL PROCEDURES—Continued**

#### **Before the meal:**

- All table hoppers **must** wash their hands before handling servingware, flatware or food.
- There must be one adult in charge of each meal crew. That person must be familiar with these procedures prior to the meal they are supervising.
- There should be at least one table hopper per table.
- The table hopper is responsible for setting each table with plates and/or bowls, glasses, and flatware.
- Once all tables have been set and all other campers have arrived for the meal, table hoppers should pick up food items from the warmers or coolers.

#### **During the meal:**

- All meals are served family style. After everyone is seated, the serving dishes are passed with each person serving themselves. The supervising adult should monitor the portions taken so that everyone has a reasonable amount of food the first time around.
- The table hopper is responsible for getting seconds and refilling pitchers.



## Camp Akita User Group Information

### **DINING HALL PROCEDURES—Continued**

#### **After the meal:**

- Table hoppers will return all serving dishes and remaining food to the serving counter.
- All plates, glasses, bowls and flatware should be taken to the scrape table. At the scrape table, each hopper should:
  - \* Scrape excess food from the plates into the waste basket.
  - \* Liquids should be dumped in the stainless steel pan
  - \* Flatware should be placed in the tub with soapy water
  - \* Plates and bowls should be placed on the cart
  - \* Glasses should be turned upside down and placed in the appropriate rack.
- Napkins, salt and pepper shakers should remain on the table until the last meal.
- Table hoppers should wash tops of tables.
- Table hoppers should sweep the floor, depositing the waste into the waste basket.

The time involved with meals varies from group to group. It will depend on the group size and the willingness of each crew to do its job.



## Camp Akita User Group Information

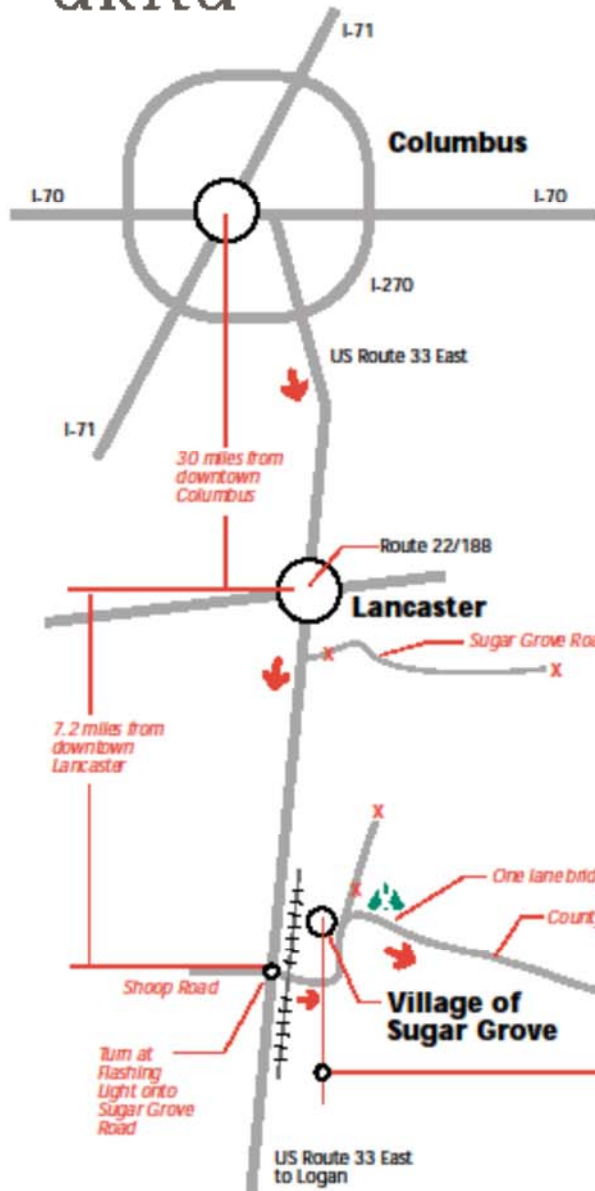


### Route to Akita

**Camp Akita**  
Tel 740.385.3827

29746 Logan-Hornsmill Road  
Logan, Ohio 43138

**Camp Akita**  
A Mission of First Community Church  
Columbus, Ohio Tel 614.488.0681




Located 30 miles southeast of Columbus off US Route 33.

Travel **7 miles** from downtown Lancaster (Routes 33 & 22/188).

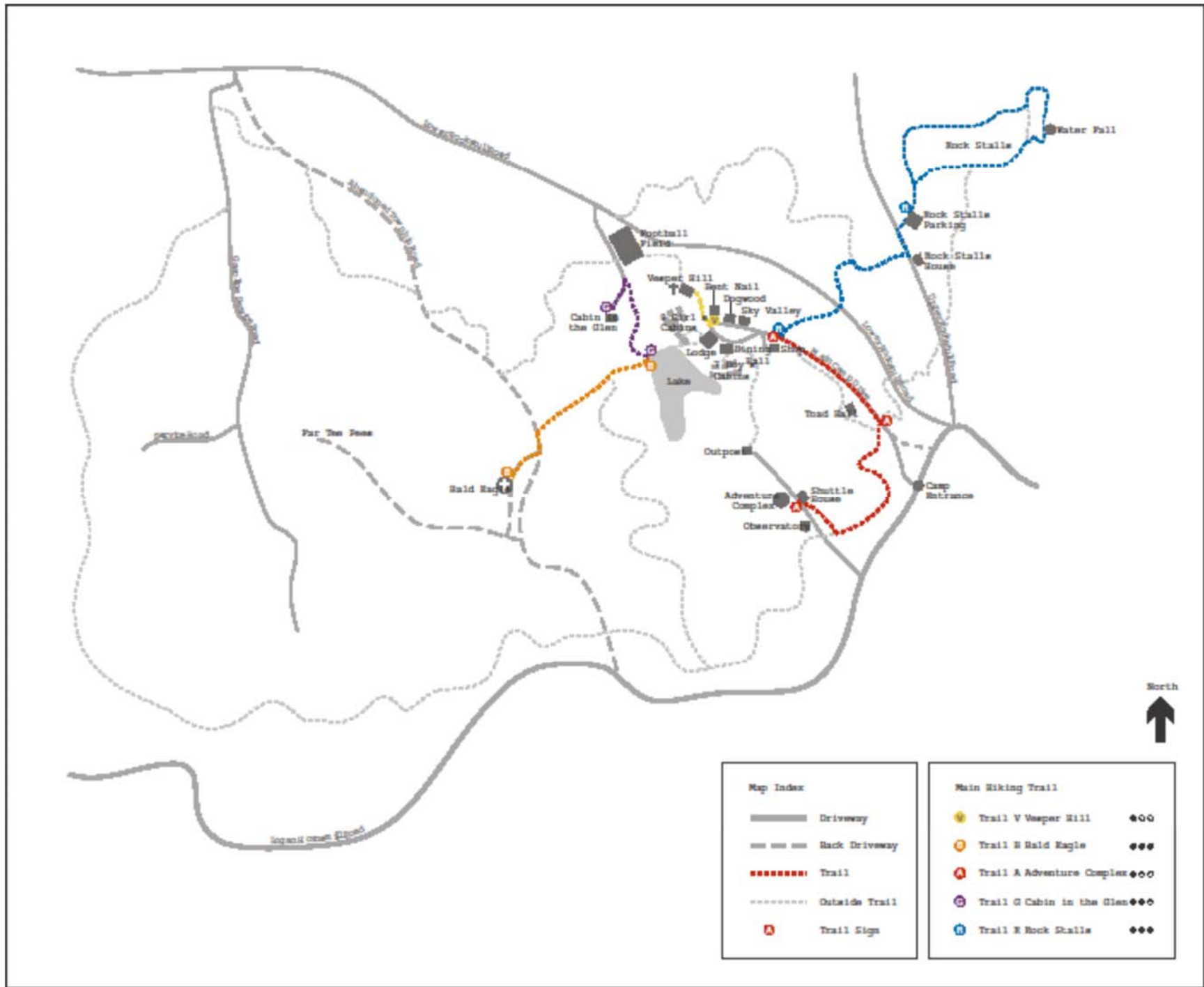
**Turn left** at the flashing lights on Rt. 33 to the village of **Sugar Grove**.

Travel 1/10 mile, turn **right** onto "**Fairfield County Road 65**" crossing the **metal bridge** and follow County Road 65 for **3 miles** to the **white church** at the top of the hill.

Follow the signs with the Akita symbol. 

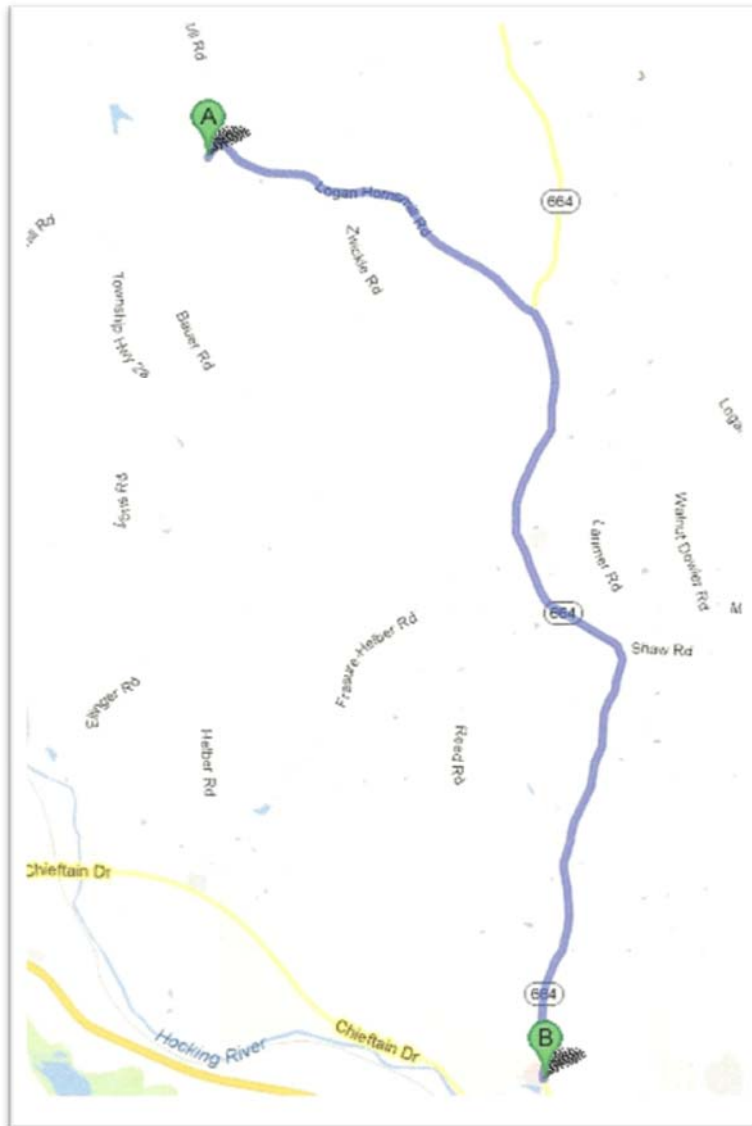
Turn **right** at the **white church** onto Hurst-Hill Road.

Follow Logan Hornsmill Road for **2.7 miles** to Camp Akita main entrance.





## Camp Akita User Group Information



**Route to:**  
**Hocking Valley Community Hospital,**  
**Logan, Ohio**

Turn left out of main camp onto Logan-Hornsmill Road. Travel 2.1 miles.

Turn right onto OH-664 S.

Travel 4.5 miles.

**Hocking Valley Community Hospital** on your right.

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# Accident/Incident Report Form

(Fill out 1 on each incident or person)

Name of person involved \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Last First Middle

Address \_\_\_\_\_

Street & Number

City

State

Zip

Name of Parent/Guardian (*if minor*) \_\_\_\_\_

Address \_\_\_\_\_

Street & Number

City

State

Zip

Type of incident Behavioral Accident Epidemic Illness

Date of Incident/Accident \_\_\_\_\_

Day of Week

Month

Day

Year

Location of Incident/Accident \_\_\_\_\_

Describe the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was person involved participating in an activity at time of injury? Yes No

Was any equipment involved in accident? Yes No

If so, what kind? \_\_\_\_\_

Recommendation to reduce risk of a repeated incident/accident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Medical Report of Accident

Were parents notified? \_\_\_\_\_ Yes \_\_\_\_\_ No

By Whom? \_\_\_\_\_ Title \_\_\_\_\_

Parent's Response \_\_\_\_\_

\_\_\_\_\_

Where was treatment given (check and complete all that apply)?

At Accident Site: Where? \_\_\_\_\_

Treatment given \_\_\_\_\_

Camp Healthcare Provider: By whom? \_\_\_\_\_

Treatment given \_\_\_\_\_

Released to      Camp Activities      Home      Other \_\_\_\_\_

Doctor's Office: By whom? \_\_\_\_\_

Treatment given \_\_\_\_\_

Released to      Camp Activities      Home      Other \_\_\_\_\_

Hospital: By whom? \_\_\_\_\_

Was injured retained overnight in hospital?      Yes      No

Where? \_\_\_\_\_      Date \_\_\_\_\_

Name of attending physician \_\_\_\_\_

Date released from hospital \_\_\_\_\_

Released to      Camp      Home      Other \_\_\_\_\_

Persons notified

Name	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_

\_\_\_\_\_

Signed _____	Position _____	Date _____
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