



# Ocean Park Retreat Center and Camp

PO Box C • Ocean Park , WA 98640 • 360-665-4367

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## Contract and Guest Use Agreement

3/11/2012 <sup>KBL</sup>

Today's Date: February 6, 2012 Arrival Date: 3/9/2012 Departure Date: 3/16/2012  
Check in - 4:00 P.M. Check out - 12:00 Noon

Non-profit Group Name: Pacific Co. Health Dept. Retreat

Kind of Group: Retreat

Contact Person: Allison Friese Work #: \_\_\_\_\_

Address: 1216 W, Robert Bush Drive Home #: \_\_\_\_\_

City: South Bend State: WA Zip: 98586 E-mail: afriese@co.pacific.wa.us

Estimated Number in Group: 24 \*Guaranteed Minimum Number in Group: \_\_\_\_\_  
Must be submitted 10 days prior to event

Deposit Amount with Signed Contract \$125.00 Check Number: \_\_\_\_\_

*Your reservation will be confirmed only when we receive a full deposit and signed contract.*

Your non-refundable deposit will be applied to the total charges due at the time of departure. Deposits are non-refundable if you cancel. If signed contract and deposit are not received by one month after Today's Date we will assume that you have made other plans and we will cancel any tentative 'penciled-in' reservations.

Unless we hear from you, we will assume your original figure is correct and that you have no special needs for meals.

### **Pets, Alcohol and Firearms Are Not Allowed in Ocean Park Retreat Center and Camp**

\*You are expected to inform OPRC of the final number of group participants 10 days prior to your arrival date. This number is used to calculate the minimum number of meals that will be billed to you regardless of the number of guests who are actually present for meals. For example, if you tell us you will have 40 participants and you contract for 4 meals per person, you will be billed for a minimum of 160 meals.

*I have read all the provisions of Ocean Park Retreat Center Contract and Guest Use Agreement and agree to implement and follow the signed policies and guidelines during the group's stay at Ocean Park Retreat Center.*

Group Representative	Date	OPRC Representative	Date
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Lodging: Sandpiper Lodge (28 beds)

### Other Reservations

#### Check Other Service Requests Below:

Bedding/Towels  Overhead Proj.  TV/VCR/DVD  Ext Cord  White Board

Fees  
Special Group Rate \$1200

#### OPRC Food Services

Special dietary requirements are available if we are catering your meals. YOU MUST CALL OPRC 10 DAYS BEFORE EVENT.

Vegetarian: \_\_\_\_\_ Diabetic: \_\_\_\_\_ Food Allergies: \_\_\_\_\_

# OCEAN PARK RETREAT CENTER AND CAMP

## CONTRACT AND GUEST USE AGREEMENT

### OPRC SERVES NON PROFIT GROUPS

OCEAN PARK RETREAT CENTER serves the non-profit sector. Guest groups must be sponsored by an organization with 501(c) 3 status and be able to provide documentation to that effect.

### RESERVATIONS, DEPOSITS AND FEES

**GUEST RESERVATIONS are required. Reservations and rates are secured only upon receipt of the full reservation deposit and the signed, completed Contract and Guest Use Agreement form. Dates will be held temporarily by verbal agreement for 10 days. If we have not received the appropriate deposit by that date, we reserve the right to schedule another group. We will attempt to contact you before releasing the date.**

### DEPOSIT MAY BE TRANSFERABLE

Your deposit may be transferred to another group of similar size for an event on the scheduled date. Deposits may also be transferred to another available date within the year if transfer is made *four months* prior to the event. Ocean Park Staff must approve all transfers. The deposit is transferable only once.

### BALANCE OF FEES

To simplify check out, please collect money due and issue one check payable to OCEAN PARK RETREAT CENTER.

### EXCLUSIVE USE

Groups wishing guaranteed exclusive use of the retreat center are required to reserve 80% of the facility and include deposit fees.

### LOCAL SIGHTSEEING AND INFORMATION

The Long Beach Peninsula offers an abundance of things to do. Recreation includes boating, fishing, golfing, biking, hiking and beach horseback riding as well as shopping, exploring Lewis and Clark sites, museums and many natural wonders. And, of course, 28 miles of beach on the Pacific Ocean.

### LONG BEACH PENINSULA INFORMATION

[www.funbeach.com](http://www.funbeach.com)  
1-800-451-2542  
PO Box 562, Long Beach WA 98631

### MISCELLANEOUS THINGS FOR YOUR ATTENTION

### CHECK IN/CHECK OUT TIMES

Check in time is 4 p.m. on the scheduled day of arrival (a group leader should arrive prior to the group and check in at the OPRC office). Groups must depart by 10 a.m. ~~Check out time is 10 a.m. on the scheduled day of departure.~~

### CLEANING

Your willingness to clean up before you leave helps keep your costs down. Cleaning guidelines are posted in each building.

### DAMAGE

Please report damage immediately. We will contact you should we notice damage after your group's departure. We reserve the right to bill you for damages.

### PERSONAL SPORTS EQUIPMENT

Before bringing or using your own equipment, check with OPRC Staff. Equipment must be stored and handled safely for the protection of all people.

### SMOKING

Smoking in any building is prohibited. Smokers must be outside and away from children and non-smokers.

### WHAT TO BRING

Guests should provide their own bedding, towels, personal items, warm clothing for cool nights, rain gear, and insect repellent. Each group should have their own First Aid kit. We suggest an extra supply of socks and shoes.

### LINENS

Linens and towels are available (by pre-arrangement) for a fee.

### WHAT NOT TO BRING

Alcoholic beverages, controlled substances, fireworks, guns or weapons and PETS are not allowed at Ocean Park Retreat Center. ~~AN ADDITIONAL CHARGE OF \$25 PER DAY WILL BE ASSESSED IF A PET STAYS IN A ROOM.~~

## ACCIDENT INSURANCE

Ocean Park Retreat Center provides all site users with limited secondary accident insurance coverage through the Pacific Northwest United Methodist Church Conference. Forms will be provided when you arrive. List all group members with full addresses. Fees are included in our rates.

## CERTIFICATE OF COVERAGE

Every non-profit organization or non-denominational church is required to send us a copy of a certificate of insurance coverage. Included in the certificate is the insurance broker's name and that Ocean Park Retreat Center is added as additionally insured for the amount of 1 million dollars for the length of the group's stay.

## YOUR SCHEDULE

Please mail or fax a copy of your schedule prior to arrival so that we may better assist you and help eliminate conflicts with other groups using the site.

## STAFF ENTERING YOUR BUILDING

Ocean Park Staff retains right of entry to all facilities at any time. Housekeeping staff may enter regularly.

## MEALS AND FOOD SERVICE

### FOOD SERVICE

Meals are available to Ocean Park guests. There is a 20-person minimum for meal service, although smaller groups may be able to share dining with other groups.

You should be aware that you may be sharing the dining room with other groups.

With advance notice, we can accommodate some special diet requests.

Groups are expected to bus their own dishes and wipe off their tables. Guests are reminded to be mindful of food waste.

### MEAL SERVICE GUARANTEE

You are expected to inform OPRC of the final number of group participants 10 days prior to your arrival date. This number is used to calculate the ~~minimum~~ number of meals that will be billed to you regardless of the number of guests who are actually present for meals. For example, if you tell us you will have 40 participants and you contracted for 4 meals per person, you will be billed for a ~~total~~ of 160 meals.

### MEAL TIMES

Breakfast (8:30 am), Lunch (12:30pm), Dinner (5:30pm) and Brunch (10am).

## KITCHEN RENTAL

Groups desiring to do their own cooking may rent the Ye Olde Dining Hall commercial kitchen. Ocean View, Beachcomber, Sandpiper, and Sand Dollar have regular rental kitchens.

Groups must bring their own kitchen linens, food and drinks.

## LODGE DINING AND MEETING ROOMS

### SEABREEZE LODGE

While food service is available for Seabreeze guests (20 person minimum), this does not guarantee exclusive use of the entire dining area. The dining area and restrooms are common spaces shared by all OPRC guests and staff. The dining room must be returned to order well before meal time.

Ocean Park Staff must approve any activity other than eating, meeting or lounging. Seabreeze Lodge is prime adult space. Children must be supervised at all times. No active games (i.e. throwing, running etc.) are allowed.

Please leave the Fireside Room arranged as the lounge it is intended to be.

### MEETING SPACE

The Sunroom and Fireside Room are meeting spaces reserved for Seabreeze Lodge guests. Doors may be closed. The adjacent dining room will have some noises appropriate to meal preparation and clean up. Please make arrangements with the office if your group needs different meeting space.

### MEETING EQUIPMENT

Televisions, VCRs and overhead projectors are available for rent on a first reserve basis. A pull down screen is also available in the Seabreeze Lodge Sunroom. Lecterns, easels and dry erase boards are available at no cost (bring markers). Call to reserve meeting equipment.

## RESPONSIBILITY OF GROUP LEADERS

### GROUP LEADERS -- WHEN YOU ARRIVE

Group leaders are to check in at the Ocean Park Retreat Center Office immediately upon arrival.

### SAFETY ORIENTATION

Youth group leaders are required to provide a time for orientation to camp safety regulations as outlined in this information packet upon arrival. A staff member may be available to assist.

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## GROUP BEHAVIOR

Youth group leaders are responsible for the behavior of the group. OPRC Management reserves the right to ask individuals to leave the property.

## SUPERVISION RATIOS

Youth group leaders are responsible for the behavior of the group and for maintaining the following adult/child ratio. **Contact OPRC Staff for special needs ratios:**

4-5 years	1 adult to 5 campers
6-8 years	1 adult to 6 campers
9-14 years	1 adult to 8 campers
15-18 years	1 adult to 10 campers

All adults shall avoid being alone, one-on-one, with youth/children. Whenever possible, interaction with youth/children shall be conducted within the sight/supervision of at least one other adult. In cases where it is impossible to directly avoid one-on-one interactions, the following guidelines shall be observed:

- If an adult or leader is alone with youth/children, two or more youth/children shall be present with the adult or leader.
- If interactions are being conducted in a classroom and there is only one adult available, there shall be a roamer on premises and the classroom door shall remain open.
- When private consultation is needed between a youth/child and an adult, another adult shall be informed of the activity and of the location in which the activity is taking place. The monitoring adult shall strive to ensure that the consultation takes place in a public space within sight of others but not necessarily within hearing range.

## EXCEPTIONS

Situations where exceptions are made to these ratios include:

**During "lights out":**

- 1 adult to 10 campers (entering grades 1-6) and
- 1 adult to 9 12 campers (entering grades 7-13)

## Early Mornings before campers are awake:

- 1 adult to 10 campers (entering grades 1-6) and
- 1 adult to 12 campers (entering grades 7-13)

## ACTIVITIES

All program activities must meet with the approval of the Ocean Park Staff. OPRC Management will request curtailment of activities that are inappropriate or unsafe. Group leaders are responsible for supervising their group and its behavior and understand and enforce policies and guidelines as stated. Group leaders are responsible for supervising all recreational activities

## WHILE YOU ARE HERE

- Complete our insurance form with name and address of each guest.
- Make arrangements for payment of the balance due prior to departure.
- Use only those facilities assigned to your group and inform your group of this restriction.
- Inspect each room assigned to your group upon arrival and before departure to check for damages.
- Report maintenance needs or faulty equipment immediately.
- Please turn off lights and heat when not needed.
- WHEN IN DOUBT. . . PLEASE ASK about anything regarding your stay, needs, concerns, problems, or questions.
- Please don't move any furniture.
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### SAND CASTLE MULTI-PURPOSE BUILDING

## SUPERVISION

An **adult must be present** with each group using the Sand Castle Multi-Purpose Building.

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# HEALTH AND SAFETY

## GENERAL SAFETY

In the close community relationship that exists in a retreat center please be considerate of others using the center as you pursue your own renewal and recreation. ***These guidelines will help ensure a safe experience.***

### AT YOUR OWN RISK

- Activities are solely at your own risk.
- Groups are responsible for their own program needs, as well as risks involved with those programs and associated persons.

- Groups must have with them a person (at the minimum) certified by American Red Cross in Standard First Aid and CPR for the appropriate age level.
- Ocean Park Retreat Center is not responsible for any personal property.

### WHAT NOT TO BRING

Alcoholic beverages, controlled substances, firearms, ammunition, knives, switchblades, other weapons explosives, fireworks and gambling are prohibited at Ocean Park Retreat Center.

## LOCATING OCEAN PARK STAFF

Ocean Park Management can be located:

- Office -- first building on the right as you entered lower campus.
- Director's residence on the dune.
- Food Service Staff in Seabreeze Lodge.

## HEALTH AND FIRST AID

### FIRST AID PERSON

Guest groups are required to care for their own medical emergencies. At least one adult certified by the American Red Cross in Standard First Aid and CPR must accompany your group. Please identify your First Aid person to your group immediately upon arrival.

### REPORT ACCIDENTS TO CAMP STAFF

Camp staff must be informed of any accidents or incidents and the appropriate forms completed.

### REPORT INCIDENTS OR INTRUDERS

Please report any accidents or "incidents" to Camp Staff immediately. This might range from intruders to inappropriate behavior by other guest groups or staff or any situation that may threaten the safety of our guests.

### FIRST AID SUPPLIES

Groups must supply their own First Aid supplies including but not limited to:

- Disposable Latex Gloves
- Assorted gauze and bandages
- Antiseptic / alcohol wipes
- Adhesive tape
- Bee sting relief pads
- Antibiotic ointment
- Cold compress
- Scissors
- CPR barrier

### EMERGENCY MEDICAL PERSONNEL

The Ocean Park Fire Department has Emergency Medical Personnel on call 24 hours a day. Dial 911. Other emergency phone numbers are posted beside the pay phone at the Main Lodge.

### CAMPER HEALTH INFORMATION

Group leaders should have available for all participants the following:

- Names and addresses of all participants.
- Emergency contact names and numbers.
- A listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodation while on site.
- For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.

Whoever is responsible for providing emergency care should have immediate access to this information.

## SAFETY WHILE ON SITE

### THE ARK BIG TOY

The Ark is a wooden structure that needs supervision of children under 12. Please -- no standing on railings or play on the outside of tube slide. Swings are adjacent to The Ark. Children must use caution when playing in front of "peopled" swings.

### SEABREEZE DECK

This overhanging deck has potential for injury. Persons should not sit on railing or play in a way that may cause someone to fall.

### LOOSE GRAVEL

Gravel on hilly roadways can cause loss of footing. Persons with mobility concerns need to be aware of this.

### BEARS

They are black. If you see them, it will most likely be around the edge of the meadow in the lower campus or on their way to a Dumpster meal. Should you encounter a bear, do not approach it. Move away calmly.

### ANTS

Ants will visit us. No building is exempt especially if campers have "goodies" in the building. There are also a few active, fascinating ant colonies in the hills around camp --especially on the west side of the dune -- so be aware when hiking.

### MOSQUITOES

'Skeeters' are a pesky nuisance. Repellents are recommended. Campers with mild to severe reactions should see their First Aid person.

### HORNETS

Be alert for ground hornet nests -- along trails and on the way to the beach.. Report them to the office so we can take care of them. Also, hornets are attracted to floral-smelling shampoo and outdoor meals.

### SNAKES

There are no poisonous snakes that we are aware of at Ocean Park.

### SPIDERS

The Ocean Park climate provides desirable spider habitat. Bites, which may be spider bites should be seen by your First Aid person.

### STEEP SLOPES

There are a few steep slopes, mostly in the wooded areas of the main, older dune that are not stabilized by plants and can slide away. Please be careful if you go exploring. Please keep children away from the edges of any sand cliffs.

## PLANTS

Prickly patches of blackberries, wild rose, and gorse are sprinkled around the site. Check with the office before cutting twigs for marshmallow roasts. We have cascara trees here that can cause diarrhea if ingested.

## TREES

Ocean Park has large numbers of standing and fallen trees. We try to eliminate any that are identified as hazards near areas where people may travel. Dead trees are left in the forest for animal housing and as part of the natural eco-system. If hiking off trail on a windy day, be aware of dangers of falling limbs and possible falling trees. Also, keep children off fallen trees. There are often sharp, broken branches that can cause injury. Campers and staff should not climb trees.

## BUILDINGS

Guests are not allowed on roofs of any buildings, under buildings or in rafters of buildings with open ceilings.

## AQUATIC AREAS & ACTIVITIES-SURF & BEACH

### SWIMMING

Ocean swimming is extremely dangerous and is absolutely prohibited. Wave jumping (in the shallow surf) must be supervised by OPRC lifeguards.

### KAYAKING

Kayaking is only available if supervised by the OPRC kayaking leader and OPRC lifeguards.

### CARS ON THE BEACH

The ocean beach on the Long Beach peninsula is a driving beach. Watch for vehicle traffic.

### BEACH PLAY

Children and youth should not go to the beach without an adult. Tides and surf can be extremely dangerous and life threatening. We don't want your visit to Ocean Park to end in tragedy.

## VEHICLES AND PARKING

### SPEED LIMIT

The speed limit within the Ocean Park grounds is 10 MPH. Please have your group observe.

### STAY ON ROADS

Vehicles are permitted only on graveled roadways or parking/unloading areas.

### PARKING

All vehicles must be parked in designated parking areas. Groups must unload gear and then move their vehicles

to designated parking areas. In the event that no designated parking can be located, please contact management for appropriate overflow parking site.

## TRANSPORTING PEOPLE

Transportation of persons in vehicles not designed for passengers is prohibited.

## PEDESTRIANS

We have a great deal of traffic coming and going. Please be alert for people darting across roadways.

## VEHICLE RESTRICTIONS

ATV's, dirt bikes, mountain bikes and skateboards are not allowed.

## FIRE AND CAMPFIRES

## EXITS AND EXTINGUISHERS

Make certain everyone in your group knows where all available building exits and fire extinguishers are located.

## COOKING

Only adults are allowed to use cooking facilities. Do not leave stoves unattended while in use. Observe the location of nearest fire extinguisher. Children under 14 are not allowed in cooking areas.

## CAMPFIRES

Campfires are allowed in designated areas on the site only under supervision of an adult. Firewood is available.

## BEACH FIRES

Beach fires are allowed 200' beyond the grassy dunes. Keep open fires small, extinguish thoroughly and scatter ashes after use. When authorities declare a fire ban, there will be no outdoor fires, or activities that cause sparks.

## PERSONAL SAFETY

## EMERGENCY EXITS

Windows in all buildings serve as emergency exits. Youth group leaders, please supervise your group and do not allow entering and exiting buildings via windows except in an emergency. Ocean View has an emergency exit from the second floor loft with access to the roof. Please, watch your youth carefully and don't allow "roof play".

## SHOES

Persons must wear shoes in the dining halls and around the grounds. Painful sand burrs on the grounds and broken glass at the beach can cause injury.

## EMERGENCIES

After consulting with your own First Aid person, call 911 if appropriate. REPORT ALL, equipment failure, illnesses, accidents, and breakage to management immediately.

## EMERGENCY TRANSPORTATION AND PHONE

A pay phone with posted emergency numbers is located by the front entry of Seabreeze Lodge. Emergency Aid transportation is 5-7 minutes away in Ocean Park. Please do not hesitate to ask for help in an emergency.

## BUNKBEDS

Children under age 10 should not sleep in the upper bunk. Please supervise youth and children and restrict horseplay.

## GETTING LOST

**Daytime:** staying on trails and primary byways will help ensure your group's safety. It is possible to become disoriented in the forested areas of our 80 acres. On the beach, look for the OPRC marker by the trail.

**Night time:** It is easy to become lost at night on the beach. Don't go alone, take a flashlight and dress warmly. Watch for traffic. If you can't find the return path, head down the beach until you see the lights of Ocean Park, then return via the highway.

Advise Directors when people are missing or cannot be located. Directors will organize search.

## KITCHEN USE AND FOOD HANDLING

## FOOD TEMPERATURE

Minimize the time that potentially hazardous foods remain in the temperature danger zone of 45 F – 140 F by following procedures posted in kitchens.

## REFRIGERATOR TEMPERATURE

If you are using the refrigerator in your building to store food, please check the temperature daily. Report temperatures above 40 F to camp staff.

## CLEAN HANDS

Wash hands before preparing or serving food.

## DISHWASHING

Proper dishwashing procedures are posted in every kitchen. Please use these procedures.

## SANITIZING

Use only clean, sanitized utensils and equipment during food preparation. Clean and sanitize utensils, appliances and food contact surfaces after use. Food contact surfaces means anything including counters, cutting boards, and knives that contact raw food during preparation. Follow posted procedures.

## GARBAGE

Garbage containers must be tied or covered when not in use. Empty garbage after every meal. Take it to the Dumpster located behind Seabreeze Lodge (year round) or next to Sea Horse General Store (spring, summer, fall.)

Securely tie trash bags -- OPRC has dogs and some wild animals that love to eat garbage. There is a supply of garbage bags in each building. Please keep garbage cans lined. If you need more containers or bags contact management.

*OPRC is not responsible for any damage to the building.*

## IF THERE IS AN EMERGENCY...

### CONTACTING MANAGEMENT

**Phones with emergency numbers are located in the office. A pay phone is located outside Seabreeze Lodge.**

OPRC office phone number is 360-665-4367.

### FIRE

Upon arrival, review building escape routes with campers – doors and windows. Show campers how to remove screens from windows.

- Group leaders are responsible for evacuating building(s) in an orderly manner if fire is not immediately controllable with an extinguisher.
- Leader will notify Director or other Site Staff.
- Guests should move to a safe open area in lower level of campus (keeping in mind direction of wind and proximity of fire) where they shall remain until fire is out or they receive further instructions.
- Group leaders should take head count.
- If more expedient, call Fire Department (911) immediately from phone at Seabreeze Lodge, office or the director's house.
- Director will report fire to Fire Department, DNR, and Pacific County.

- If evacuation is necessary, all persons are to go to the stop light in Ocean Park, go two blocks, turn right.

### DUNE OR FOREST FIRE

Follow the same procedure as above after being in contact with Director or Site Staff regarding appropriate direction for evacuation.

- Alert guests to possible danger.
- Keep onlookers well back from the fire area.
- Prepare for possible evacuation of site.

### STRANGERS ON SITE

- All staff and visitors will wear a name badge.
- Contact Director or Site Staff to report visitors wandering about or creating any kind of disturbance.
- Contact Police if problem is severe and Staff cannot be immediately located.
- Complete an Incident Report with Site Staff, if asked.

### TRAFFIC ACCIDENTS ON SITE

- Seek First Aid person or call ambulance if injuries are involved.
- Report incident to Director or Site Staff.
- Call Police if necessary.

### LOST OR MISSING PERSONS

- Implement quick check of areas last seen including nearby restrooms and buildings.
- If person is not found in 10 minutes, notify Site Staff who will organize initial search procedure.

### UTILITY FAILURES

#### ELECTRICITY

Power outages may affect one building or the entire site. Report outages to the office.

Our water supply is from a well with an electric pump. If the electricity is out – so is our water. Please don't use water or flush toilets until you have talked with camp staff. If the power outage occurs at night, camp staff will provide you with lanterns and/or flashlights.

### INJURIES

- User groups are responsible for providing their own emergency transportation.
- If person is unconscious, call the ambulance.
- Send for your group's First Aid person.
- Check for breathing. Open airway. Start rescue breathing if not breathing. Continue until Emergency Medical help arrives.
- If potential neck or back injury, do not move injured person.
- Attempt to stop major bleeding by applying direct pressure with clean cloth. Notify Ocean Park Director and/or Site Staff as soon as possible.

### NATURAL DISASTER PROCEDURES

In the event of a natural disaster camp staff will sound the air horn. Assemble your group in the Sandcastle Multi-Purpose Building for further instructions from Ocean Park Staff. Account for all group members. Management will be working with local emergency personnel to implement an orderly evacuation of the Long Beach Peninsula if necessary. If buildings are unsafe, assemble you group in the large field east of the Sandcastle.

#### WIND

Guests must stay away from tree and trail areas during a windstorm. No water activities will be allowed. Blowing sand is a health and safety issue at the beach during high winds.

#### EARTHQUAKE

Most guests are aware of "drop and cover" drills at school.

- **Drop** - Drop to the floor wherever you are.
- **Cover** - Cover your head with one arm.
- **Hold** - Hold on to something solid with other arm.

If people are inside, have them move away from windows and "duck and cover" under beds, tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Move groups to an open area if possible – in the lower campus

After an earthquake, do not enter any buildings until camp staff has checked them. Account for all persons in your group and move them to the sports field. Evacuation procedures will be initiated if necessary.

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**ELECTRICAL STORM**

Lightning will seek tall objects, so stay away from lone trees, hilltops and any objects that might act as a lightening rod. Everyone must get out of the water upon the signal from the waterfront staff.

**TSUNAMI**

If a public safety tsunami warning and evacuation order is issued the Fire Department will alert citizens by siren – (steady tone for five minutes, silent for two minutes, repeat) and by fire trucks driving up and down roads giving instructions over a loud speaker.

**EVACUATION**

If an emergency or disaster warrants evacuation, camp staff will implement evacuation procedures using pre-arranged evacuation plans. Guests and staff who have assembled and been accounted for will evacuate the site and possibly the Peninsula depending on the nature of the emergency.