

Note: Every Church must send one male Chaperone if sending boy campers & one female Chaperone if sending girl campers!



APPLICATION FOR VOLUNTEER CAMP WORKERS

CENTRAL CALIFORNIA DISTRICT* PENTECOSTAL CHURCH OF GOD*YOUTH MINISTRIES

2019 CENTRAL CAL SUMMER CAMPS – VOLUNTEER WORKERS

- This application is to be completed by applicants for any position (volunteer or compensated) at the Central Cal Summer Camps. The goal is to provide a safe and secure environment for all persons, particularly the youth that participates in our camp program.
- Submission of application does not guarantee your selection as a volunteer staff member or volunteer work crew. Selection is based upon a thorough review process, including a positive recommendation by your pastor.
- Age requirements: Chaperones must be at least 20 years old. There will be at least one chaperone per 10 campers.
- Volunteers for the work crew should be 16 years old to serve at Camp Adventure or Camp Discover. However, based on need, workers may be considered who are at least 15 years old. Applicants 16 and older will be given first consideration.

CHECK ONLY THE WEEK(S) YOU ARE APPLYING FOR:

CAMP ADVENTURE JULY 15-19 <input type="checkbox"/>	CAMP INSPIRE JULY 19-23 <input type="checkbox"/>	CAMP DISCOVER JULY 23-27 <input type="checkbox"/>
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CHECK THE AREA YOU WISH TO APPLY FOR:

(Mark each area between 1-5, with "1" being your most preferred area)

Chaperone (20 or older)
 Kitchen Crew
 Maintenance Crew
 Snack Shack
 Activity Stations
 Bus Driver (25 or older)

Other _____ (this position may be recruited by director)

****NOTE: This is only a preference. You can be moved to any area based on camp needs. If you can not work in an area due to any circumstance, please note it.**

PERSONAL

Name _____ Date of Birth _____ Age _____

Address _____ City _____ State/Zip _____

Email address _____ Day phone _____ Evening phone _____

Circle One: Male Female Married Single

Church _____ Address/Phone _____

IN CASE OF EMERGENCY CONTACT: _____ RELATION _____

PHONE _____ Parent's Name(s) if under age 18 _____

MEDICAL INFORMATION

Worker applications shall require disclosure of any mental or physical health conditions of applicant. Applications disclosing mental or physical health conditions shall be referred to the Camp Director to undergo a review process and determination as to whether the applicant's health condition poses any risk to camp attendees. Following review and investigation, the Camp Director shall consult with the District Bishop for final determination on the application.

1. Have you had any of the following? Polio _____ Epilepsy _____ Rheumatic Fever _____ Other _____
 If any, when? _____

2. Does the applicant have:
 Heart Trouble _____ Lung Trouble _____ Skin Trouble _____ Ear Trouble _____
 Sinus Infection _____ Diabetes _____ Asthma _____ Allergies _____

3. Explain any of the above you have checked _____

4. Have you ever been diagnosed as HIV positive? **YES NO**

5. Has the applicant been under medical care within the past 3 years? **YES NO** If so, for what? _____

6. Are you currently using any prescription drugs? If so, please explain _____

7. Do you have any physical, mental handicaps, or conditions as (ADHD, Bipolar, etc.)? _____

8. Are you covered by any employer health plans or any other plans? YES NO

NAME OF INSURANCE COMPANY _____

ADDRESS AND PHONE NUMBER _____

TYPE OF PLAN & POLICY NUMBER _____

HISTORY/BACKGROUND

1. Have you ever been accused of, engaged in, or investigated for any sexual or physical offense involving a minor or adult, including but not limited to child abuse, child molestation, indecent liberties with a child, incest, sexual harassment, seduction, rape, assault, battery, murder, kidnapping, child pornography, sodomy. Please circle YES NO

If YES, explain fully on a separate sheet (identify when & where each accusation was made and how each accusation was resolved.)

2. Have you ever been convicted of, or pled guilty or "no contest" to, any criminal or misdemeanor offense NOT described in question 1? Please circle YES or NO

If YES, explain fully on a separate sheet (identify each conviction or plea of guilty, when & where each incident occurred, and the sentence received)

3. Have you ever been convicted of, or pled guilty or "no contest" to, any criminal or misdemeanor offense not mentioned in question 1? YES NO (excluding minor traffic offenses) If YES, explain fully on a separate sheet.

4. Are you currently on probation? YES NO If YES, explain fully on a separate sheet.

5. Do you use any tobacco products? YES NO Do you use alcoholic beverages? YES NO
Do you use any illegal drugs? YES NO Do you use any prescription drugs illegally? YES NO

6. Have you had any Christian Camping experience? YES NO Explain _____

7. To the best of your ability are you willing to follow all camp rules and submit to camp policies? YES NO

8. Do you have any special skills that might benefit the camp program? _____

9. Do you fully ascribe to the following doctrines as taught by the Pentecostal Church of God? (doctrinal guide is available by request)

SALVATION YES NO Baptism in the Holy Spirit YES NO Second Coming YES NO Divine Healing YES NO

Please explain any NO answers. Use additional sheet of paper.

10. Are you a born again Christian according to John 3? YES NO When were you "saved"? _____

11. Are you baptized in the Holy Spirit with the external evidence of speaking in tongues according to Acts 2:4? YES NO

12. List the name, city and pastor of all churches you have attended in the past five years.
Currently attending _____

Past churches _____

13. List all previous church work, especially when involving students: _____

14. List any gifts, calling, training or other factors that have prepared you to work with students _____

15. I certify that I have been attending my current church and am a faithful tither for at least 6 months YES NO

16. PERSONAL REFERENCES (Not former employees or relatives)

Name _____ Name _____

Address _____ Address _____

Day Time Phone _____ Day Time Phone _____

Evening Time Phone _____ Evening Time Phone _____

Relationship _____ Relationship _____

17. I am able to stay until camp is dismissed on the final day? YES NO

18. I understand that my job assignment may be reassigned as needed by camp director or authorized camp personnel? YES NO

19. I understand that I am financially responsible for any/all medical claims procured. I waive any/all claims against the District/National PCG, the District Board, its representatives, and campground staff/workers because of any injury or other damage that may be incurred to me or my property in connection with, or incident to, the Pentecostal Church of God. YES NO

20. HAVE YOU COMPLETED YOUR CHURCH'S CHILD ABUSE PREVENTION PROGRAM? YES NO

DOES YOUR CHURCH HAVE ON FILE A WRITTEN COPY OF AN OFFICIAL BACKGROUND CHECK? YES NO

-According to the bylaws of the Central California District Pentecostal Church of God, you cannot be a worker (volunteer or paid), unless you have a criminal background check and have completed a Child Abuse Training program with your church.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children and youth work. In consideration of the receipt and evaluation of this application by the Central California District Pentecostal Church of God Inc., I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which

may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I might have to inspect any information provided about me by any organization identified by me in this application. Should my application be accepted, I agree to be bound by the Bylaws and policies of the Central California District Pentecostal Church of God, Inc., and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I also give permission to publish my name or picture on the Central California PCG website as being a camp worker for Central Cal Camps. I understand that the position for which I am applying has a required time for arrival and dismissal on the campgrounds. I understand that I must be at the campgrounds by that required time the first day of Youth Camp.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and understand.

21. Applicant's Signature _____ Date _____

22. **SENIOR PASTOR'S REFERENCE** (You are endorsing the applicant to work in any area of camp, any reservations by the Senior Pastor **must** be voiced clearly to the camp director)

- A. How do you believe this person will perform as a volunteer camp staff member? _____
- B. Do you have any reservations about their salvation or motives for serving at camp in any area? **YES NO**
If **YES**, explain _____
- C. Is there any information we should consider in deciding if the applicant should be part of our camp staff? **YES NO**
If **YES**, explain _____
- D. Do you need to speak personally with me regarding the applicant? **YES NO**
- E. Is the applicant qualified to serve and have attended your church faithfully for at least six months, actively supports the local church, and, if gainfully employed, is a tither? **YES NO**
- F. HAS THE APPLICANT COMPLETED YOUR CHURCH'S CHILD ABUSE PREVENTION PROGRAM AND DOES YOUR CHURCH HAVE ON FILE A WRITTEN COPY OF HIS/HER OFFICIAL BACKGROUND CHECK? **YES NO**
- G. Is there any area of camp that this applicant should not work in? _____

I certify the above-named applicant is fit and qualified to serve as a volunteer camp staff member for the Central California Pentecostal Church of God Summer Camps ministry.

Senior Pastor's Signature of church attending: _____ Date _____

Printed Name of Senior Pastor: _____ Church: _____

****MUST RETURN PACKET POSTMARKED by JUNE 1ST**

**There is no fee for workers/chaperones, but will need spending money for snack shack, store, etc.

Return to... CENTRAL CAL YOUTH CAMPS, 610 PICO, STE A, CLOVIS, CA 93612

PARENTAL PERMISSION OF APPLICANTS UNDER 18

Applicants Under the age of 18 must have their parent's signature at bottom of page.

Applicant's Name _____ Age _____

Date of Birth _____

Date of last Tetanus shot _____

May camp staff administer Tylenol if needed for fever or minor pain? **YES** **NO**

I/We are aware of the hazards and risks to child and property associated with participating in camp activities, such hazards and risks including, but not limited to, death or injury by accident, disease, terrorist acts, weather conditions, and inadequate medical services and supplies. We accept our child's participation with full awareness of these risks and acting on our own behalf and on behalf of and as a representative of our child, we assume all risk of death, injury, illness, and damage associated with such risks.

The above-named child may attend and participate in this year's camp program at Central California District Pentecostal Church of God Youth Ministries Camp.

I/We do further give my/our consent for the director or properly appointed staff member of the Central California District Pentecostal Church of God to secure the administration of medications, medical treatment, anesthetics, and operations as in the opinion of the attending physician is deemed necessary for our child.

****MEDICATION MUST BE SENT IN THE ORIGINAL PHARMACY CONTAINER.**

The health and well-being of the above named is dependent upon the administration of medicine during the Sequoia Heights visit by its Head Nurse as follows:

Name of Medicine _____

Description of Medicine _____

(give color and form, such as liquid, capsules, etc.)

Strength _____ **Dosage** _____

(mg/per tablet, capsule, tsp., etc.)

(number of tablets, capsules, tsp., etc.)

Frequency of dosage _____

(time frequency, relationship to meals, etc.)

PLEASE LIST ANY MEDICATION OR TREATMENT THAT SHOULD NOT BE GIVEN TO YOUR CHILD BECAUSE OF DANGEROUS REACTIONS.

I/We understand that, while the above named child participated in any regularly sponsored camp activities, he/she is responsible to abide by the rules set forth by the sponsoring organization, its leaders and supervisory personnel. Any serious infraction of rules and/or conduct by the child can result in dismissal from camp. In the event our child is dismissed from camp, I/we, the undersigned agree to assume the cost of returning the child to his or her home.

(I/We understand that such action would only be taken under extreme circumstances and only after consultation with the child's parents or guardians and may include consultation with the child's pastor, youth pastor or children's pastor.)

(I/We) also give permission to publish my child's name or picture on the Central California PCG website as being a camp worker for Central Cal Camps.

I/We grant permission for the camp administration to search the personal belongings of my child if items not permitted on the grounds are suspected and understand that items disallowed may be confiscated and my child is subject to dismissal.

Signature of Parent or Legal Guardian Date

Printed name of Parent or Legal Guardian Relationship

CHAPERONE RESPONSIBILITES/ EXPECTATIONS

Chaperone Training will be done at the camp ground at 4pm with the Head Chaperones. At the end of the training, you will be required to sign and date that you have understood the responsibilities and expectations and that you will follow these guidelines.

I have completed the proper background check and Child Abuse Training at my church, and I understand my responsibilities and expectations as a camp Chaperone and will follow these guidelines to the best of my abilities.

Signature

Date

Print Name

I have completed the "Abuse at Camp" video and understand my responsibilities to insure the safety of campers.

Signature

Date

Print Name

CHAPERONE RESPONSIBILITIES/ EXPECTATIONS

THE FOUR MOST IMPORTANT QUALITIES YOU MUST POSSESS...

- Loves kids!
- Tons of energy (and we mean tons!!)
- A willingness to poke fun of yourself for the sake of making a kid smile
- A desire to have fun!!!!

Chaperone Responsibilities

- Take primary responsibility for the health, well-being and happiness of campers
- Learn the likes and dislikes of each camper
- Recognize and respond to opportunities for group problem solving
- Provide opportunities for the group so that each camper has a positive experience while at camp
- Encourage respect for personal property, camp equipment and facilities
- Set a good example for campers in all areas, including cleanliness, punctuality, clean-up chores, rules, and sportsmanship
- Guide campers in participating successfully in all aspects of camp activities
- Supervise, assist instructors and actively participate in all aspects of the campers' day.
- Observe camper behavior, assess its appropriateness, enforce camp rules and appropriate safety standards
- Meet/communicate regularly with Head Chaperones regarding concerns, updates, challenges
- Submit all required paperwork on time

1. Make friends with each of your campers. Try to have at least a few minutes of personal time with each of them. Pray for them every day.
2. The campers are your responsibility at all times:
 - A. See that they eat properly
 - B. Keep your dorm clean. (To be done every day)
 - C. See that your campers are in bed and at least considering sleep at the appropriate time
 - D. Help to oversee personal hygiene
 - E. See that all rules are kept.
 - F. Help them to keep up with personal items
 - G. Never let campers leave the dorms after lights-out
 - H. Cabin/Dorm raiding will not be tolerated.

DO NOT GO TO SLEEP BEFORE YOUR CAMPERS, OR LEAVE YOUR ROOM AND DEPEND ON SOMEONE ELSE TO CORRAL YOUR CAMPERS

3. Do not group together with other chaperones, stay near your campers.
4. You will be setting an example to the kids this week, please make it a good one!! Let them see you pray and worship during the services but do it with your eyes open. After all the word says to "watch and pray"!

YOU ARE HERE TO BE A BLESSING! COME WITH A SERVANT'S HEART!

5. All chaperones must do KP with their campers
6. Any questions about policy, rules, discipline etc..., should be brought to the immediate attention of the Head Chaperones first, who then will take it to the Camp Directors.

7. You are responsible to make sure that your dorm is cleaned, swept, and check off by the head chaperones. You must return all lost items to the office. **You may not leave the camp grounds until your dorm has been cleared by the head chaperone at the end of the camp!**

Lets work together and see the lives of young people be IMPACTED by the love of Christ!

CHILD ABUSE

Any person who has knowledge of or observes a child who has been abused or reasonably suspects has been the victim of child abuse **is required to report** "the known or suspected instance of child abuse to a child protective agency immediately or as soon as possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident." [Section 11166 of the [Penal Code](#)] **Abuse:** intentionally or recklessly causing or attempting to cause bodily injury or causing reasonable apprehension of imminent serious bodily injury to himself, herself, or another. **Child:** a person under the age of 18 years. **Child abuse or neglect includes:** sexual abuse, sexual exploitation, other physical or emotional abuse, severe or general neglect of the child's needs (food, clothing, shelter, medical care, and willful cruelty or unjustifiable punishment of a child).

Failure of a health professional to file a required report is a misdemeanor, punishable by a fine of up to \$1,000, or confinement in the county jail for up to six months, or both.

If at any time any staff, worker, or volunteer observes a child who has been abused or reasonably suspects has been the victim of child abuse, immediately inform the Head Chaperones and the Camp Directors who will then contact the proper agencies and authorities.

DISCIPLINE

1. Discipline will be done ONLY by Directors and/or Head Chaperones
2. Discipline will be bathroom clean-up and/or kitchen work, and policing the grounds
3. Unruly conduct will result in expulsion from camp
4. Immorality or vulgarity will be dealt with immediately
5. Defying the rules will result in a letter to the campers Parents and Pastors.
6. **There will be NO improper touching, rough housing, horse play, or inappropriate or sexually explicit discussions with campers!**

DORMS

1. Any dorms damaged by the camper or chaperone will be charged to said person.
2. Dorms must be swept, cleaned and all bunks returned to their original positions, Chaperones will not be allowed to leave until their dorms have been checked off by the head chaperones.
3. After daily dorm room checks the dirtiest will receive KP
4. All paper supplies will be distributed by the head chaperones.
5. No wasting of paper supply will be allowed!!

KITCHEN

1. The kitchen needs chaperones to serve Juniors only, unless otherwise requested.
2. Junior camp chaperones must eat with campers unless serving.
3. **NO CHAPERONES WILL BE ALLOWED INTO THE KITCHEN AFTER THE EVENING SERVICE**

SNACK SHACK

1. NO ONE but snack shack crew, head chaperones, or camp directors will be allowed inside the snack shack at anytime.
2. Campers are not allowed behind the snack shack.
3. **MEAL TICKETS**: Chaperones and Workers will be given one meal ticket per day at Camp Inspire & Discover, breakfast and dinner will be given in the cafeteria.

Camp Inspire & Discover: Chaperones get 1 ticket per day good for: 1 sandwich, 1 chip, and 1 drink – No substitutions

PLEASE NO SUBSTITUTIONS. Do not give your tickets to any campers, as they will not be honored by the snack shack crew.

4. No credit will be given to any chaperone, worker, or campers from the snack shack.

MISCELLANEOUS

1. All campers will/must attend all Chapel services.
2. Chaperones will pick up the bed count sheet from the office each night. They will take roll each night prior to lights out. These bed count sheets will be picked up by the head chaperones or the camp directors.
3. **(Camp Inspire & Discover) MANDATORY!** Paint balls & Guns must be checked in the front office. They will be locked in the storage room when not in use. Campers can use their own equipment, but they must purchase paint balls from the front office.
4. When swimming, **ALL CAMPERS MUST BE FULLY DRESSED WHEN WALKING TO AND FROM THE LAKE.**
5. Be as modest as possible when bathing and dressing in front of your campers. Do not sleep or walk around the cabin naked.
6. Do not engage in sexually explicit conversations with your campers.
7. **MEDICATIONS!!** Please check with each camper to see if they have any kind of medications, whether over the counter or prescription. They all must be checked in and be placed under care with the Nurses.
8. **DO NOT** under any circumstances give any camper any medications, even if it's just over the counter medicine. Please, let the nurses give medication.

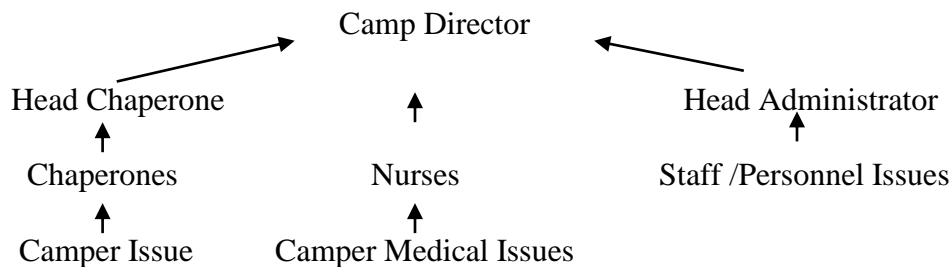
**THANK YOU AGAIN FOR YOUR COMMITMENT TO THE YOUTH OF CENTRAL CAL.
YOU HAVE TRULY IMPACTED JOURNEYS FOR CHRIST!**

Staff & Camp Worker Expectations

As a camp worker, you represent Central Cal Youth Camps. We are here to serve the youth of our camps and make the camp experience a positive one, so their focus is on receiving from God. The following is a list of expectations that all staff and volunteer camp workers need to adhere to.

1. Have a servant's heart
 - a. Philippians 2:5-11, our attitude should be the same as Jesus!
 - b. Whatever is needed, I am willing to do!
 - c. Serve, so that others may know the glory of God!
2. Be responsible
 - a. Be on time to all meetings and work assignments assigned to you by your supervisor.
 - b. Keep your worker cabin clean, pick up trash, and maintain a neat appearance. Take care of the facilities that God has blessed us with!
 - c. Do your best job, this is ministry!
3. Have a great attitude
 - a. Come to work with a smile on your face and joy in your heart. Let these kids know that we love them and we are here to serve them.
 - b. Treat others with respect. We are all here to serve and love one another.
 - c. Let this experience be a positive one for you as well.
 - d. Represent Central Cal Youth Camps and the God you serve to the best of your ability!
4. Work hard and have fun
 - a. Let's work hard together to provide a safe and clean environment for our campers while also providing for their daily needs at camp so that they will have the opportunity to concentrate on what God has in store for them while at camp.
 - b. Have fun, make friends, and let this be an experience that will change your life as well!

5. Organizational Chart



Thank you for being willing to serve with us as we take this journey to IMPACT the lives of kids and teens.

Impacting Journeys for Christ,

Rev. Matthew Ray Moorhead
District Director of Youth Ministries

EMERGENCY PLANS

Camp Director: Matt Moorhead 559-667-1076

Camp Office: (667) 536-8747

1. Natural Disasters:

a. What to do during an Earthquake!

- Stay inside. The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because objects can fall on you.
- Duck under a sturdy table or desk. Cover head, neck and face. Hold on to a table leg, so you're not tossed free of cover.
- If a table is not near by, drop to the floor and move toward the nearest inside wall avoiding all windows and objects that could fall. Cover head, neck and face.
- Go nowhere else until the shaking stops! Where ever you are when it hits is home for the duration!
- Outside: Drop, and cover. Move toward an open area if possible away from power lines and structures.
- Once in the open, stay there until the shaking stops.
- Move away from cliffs, or embankments.
- Get away from power lines!

b. What to do during a Fire!

Emergency situations can occur at any time. Remember, we are a long way from emergency services and professional response may not be timely. The most effective way to plan for emergencies is through prevention and good safety practices.

I. BUILDING EVACUATION PROCEDURE

These procedures shall be followed when conditions are created which require building evacuation:

- A. Inform other persons in your immediate area as to the reason for evacuation.
- B. Exit the building by the nearest door.
- C. Close all doors as you leave.
- D. Help those who need assistance, especially disabled persons.
- E. Report to the designated area, the PARKING LOT IN FRONT OF CAFETERIA.
- F. If the CAMP DIRECTOR is not present, attempt to find him.
- G. If the hazard is too great, evacuate to the second designated area, the ENTANCE ROAD GATE. Make sure everyone evacuates.
- H. In the CAMP DIRECTOR absence, the HEAD CHAPERONE with seniority shall be in charge and make decisions regarding evacuation, perform head counts, etc.

II. IN CASE OF STRUCTURAL FIRE

A. Alert other persons that fire is in progress.

B. If the fire is small, put fire out with fire extinguisher by following instructions on extinguisher. Notify the Camp Director immediately so the fire may be reported properly.

C. If fire is large telephone 9-1-1, inform the operator as to the nature of the emergency and give detailed instructions on how to locate SEQUOIA HEIGHTS CAMP GROUND. Also telephone the District office at 559-292-1216.

D. Evacuate all persons and meet at the first designated area, the PARKING LOT IN FRONT OF CAFETERIA.

E. If the Camp Director is not present, send someone to find him.

F. Turn off propane at valves on tank ends. Tanks are located near the driveway entrance of the Kitchen.

G. Check all buildings and rooms and evacuate people in those areas. Never enter a room without a backup person being present. Feel doors at the top for heat before opening and close door upon exiting.

H. Connect fire hose to hydrant and turn on. Use fire hose to douse fire until assistance arrives.

I. If available, use garden hose to douse fire until assistance arrives.

J. If fire becomes too dangerous, evacuate the area and meet at the second designated area, the FIELD IN FRONT OF THE LAKE. Make sure everyone evacuates the area.

K. Do not re-enter the area until authorized to do so by the County Fire Department, the Director or the Caretaker.

L. If a fire extinguisher has been discharged, notify the Caretaker so it can be sent for servicing.

III. IN CASE OF WILD FIRE

MINOR FIRE ON SNARL PROPERTY

A. Alert other persons that fire is in progress. Send someone to locate the Caretaker.

B. If the fire is small, use a shovel to smother the flames with dirt.

C. If the fire gets out of control, call 9-1-1 to request assistance. If possible, turn off propane at valves on tank ends. (See F above for tank locations)

D. Follow evacuation procedures.

MAJOR FIRE ON/NEAR SEQUOIA HEIGHTS CAMP GROUND

A. Call 9-1-1 to report the fire.

B. Alert other persons that fire is in progress.

C. Keep close contact with County Fire Department and be prepared to implement procedures for structural fire and evacuation if necessary.

IV. IN CASE OF EARTHQUAKE

- A. During the earthquake get under a table or desk and remain there until the shaking stops.
- B. Stay away from windows and cabinets.
- C. After the shaking stops, survey your area for damage and trapped persons.
- D. If the earthquake was large evacuate all persons to the first designated area, the FRONT PARKING LOT BY CAFETERIA.
- E. If the Camp Director is not present, send someone to find him.
- F. If the quake was large, shut off the propane at the valves on the ends of the tanks.
- G. Check all buildings and rooms and evacuate persons in those areas.
- H. Do not re-enter the buildings until authorized to do so.
- I. If research animals are being maintained on the property, check for injuries and escapees.
- J. If outside, get to an open area away from trees, buildings and power lines.
- K. If in a vehicle, pull to the side of the road away from underpasses, bridges and buildings. Remain in the vehicle until the shaking stops. Do not leave the vehicle if a power line has fallen on or near

FIRE PREVENTION PRACTICES

- 1. Store flammable reagents in approved safety containers in cabinets.
- 2. Store flammable waste in approved safety containers provided by the Director.
- 3. Dispense and use flammable liquids in accordance with established safety standards.
- 4. THERE IS NO SMOKING PERMITTED ANYWHERE IN THE SEQUOIA HEIGHTS CAMP GROUND. Smoking is permitted outside the gate on the Entrance Road. Do not discard butts on the ground.
- 5. Gasoline, paint thinner and other flammable materials are to be stored in flammable materials cabinets only. These are located in the Caretaker's shed. See the Caretaker for assistance.
- 6. Do not obstruct aisles that lead to exit doors.
- 7. If any of the smoke alarms installed in the facilities emits a noise, report this to the Caretaker. DO NOT, UNDER ANY CIRCUMSTANCES, REMOVE THE BATTERIES FROM THE SMOKE ALARMS.
- 8. Do not construct a fire in the woodstove if you have no experience with them. Contact the Caretaker for instructions.
- 9. Do not place wood ashes in anything other than a closed metal container, even if you are confident they are dead out.

HOW TO USE THE FIRE EXTINGUISHER

1. Hold the extinguisher UPRIGHT and PULL the ring pin, snapping the plastic seal.
2. STAND BACK from the fire TEN FEET and AIM at the BASE of the fire nearest you.
3. Keeping the extinguisher UPRIGHT, squeeze the HANDLES TOGETHER to discharge and SWEEP from side to side. Move closer as the fire is extinguished, but NOT SO CLOSE as to scatter the burning material.
4. When the fire is out, watch for RE-IGNITION.
5. EVACUATE and VENTILATE the area immediately after use. The fumes and smoke from any fire may be hazardous and can be deadly.

The purpose of this plan is to establish procedures for the orderly movement of people from endangered or stricken areas to facilities in areas generally unaffected by the disaster or potentially safer from an impending emergency situation.

EVACUATION ROUTES

1. There are two Evacuation Routes
 - a. Main Exit Gate
 - b. RV Gate

