



2010 Summer Camp Handbook

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Wild Earth Wilderness School

Our Mission: Wild Earth's mission is to offer and support experiences in nature that are inspiring, educational and fun, while renewing and deepening connections with ourselves, others and the Earth.

About Us: Wild Earth is a not-for-profit nature-based organization located in the Shawangunk Ridge region in the Hudson Valley of New York State. Wild Earth is managed by volunteer community members who "care take" a common vision.

About Our Programs: Wild Earth programs draw on a broad spectrum of teachings from indigenous cultures to modern natural sciences. Our programs offer adventure and fun, primitive skills and crafts, awareness games, and story and song, facilitated by multi-generational mentors. They foster individual and group awareness and a deeper connection to the Earth.

Core Practices in Wild Earth Programs

All Wild Earth programs seek to offer experiences that strengthen nature awareness and knowledge of place in a joyful and inspiring way.

Outlined below are common themes to help guide the curricular flow and to help support the intuitive structure of all Wild Earth programs. Much of the distillation below is inspired by Jon Young and can be found in greater detail in his recently published book, Coyote's Guide to Connecting with Nature. All program coordinators, instructors, caretakers and volunteers are encouraged to incorporate these focal points into their endeavors. May these core practices help guide us all as we bring together our unique talents, experiences and perspectives into one community basket.

1) Growing our connection to and knowledge of nature's ways through practicing core routines:

- | | |
|-----------------------------|--------------------------------|
| a) Sit Spot | h) Exploring Field Guides |
| b) Story of the Day | i) Journaling |
| c) Expanding our Senses | j) Survival Living |
| d) Questioning and Tracking | k) Mind's eye Imagining |
| e) Animal Forms | l) Listening for Bird Language |
| f) Wandering | m) Thanksgiving |
| g) Mapping | |

2) Inspiring enthusiasm for learning in creative and invisible ways by:

- a) Utilizing the abundance of child passions as teaching tools.
- b) Playing games, dancing, acting/performing – having fun!
- c) Imitation and role modeling.
- d) The art of questioning (instead of answering).
- e) Storytelling that awakens imagination.
- f) Music Making.

3) Exploring and understanding nature:

- a) Hazards: A call to be alert and use common sense.
- b) Motivating Species: Things to Catch, Eat, Climb and Tend.
- c) Mammals (like us): and other hard-to-see, yet totally trackable critters.
- d) Plants: Nature's grocery store and medicine cabinet.
- e) Ecological Indicators: How it all works together.
- f) Heritage Species: Wisdom of the ancestors.
- g) Trees: Tools of human survival.
- h) Birds: Messengers of the wilderness.

4) Orienting and guiding our days, weeks, curriculum and events according to the natural cycle of life and the eight directions:

- a) **East:** Morning, Beginnings, Birth, Spring, Welcome, Excitement & Inspiration.
- b) **Southeast:** Mid-morning, Movement and Growth, Orientation & Motivation.
- c) **South:** Mid-day, Summer, Adolescence, Hard Work, Focus & Perspiration.
- d) **Southwest:** Siesta, Late Summer, Transition to Adulthood, Relaxation & Internalization.
- e) **West:** Sunset, Autumn, Adulthood, Gathering, Community, Harvest & Celebration.
- f) **Northwest:** Twilight, Late Autumn, Letting Go, Reflection & Release.
- g) **North:** Mid-night, Winter, Elderhood, Culmination, Distillation & Integration.
- h) **Northeast:** Pre-dawn, Coming Spring Thaw, Death & Conception, End & Beginning.

5) Positive role modeling and the opportunity for mentoring:

- a) Meeting others where they are on their journey.
- b) Nurturing curiosity, passion and purpose.
- c) Gifting enthusiasm and teaching with passion.
- d) Practicing openness to all perspectives, cultures and spiritual backgrounds.
- e) Acknowledging and honoring elder wisdom.
- f) Listening with a beginner's mind.
- g) Invisibly teaching, abstaining from testing and judgment.
- h) Striving to practice patience, understanding and perseverance.

6) Building reverence and stewardship for the earth:

- a) Caretaking the earth and all its inhabitants.
- b) Inspiring a love of nature.
- c) Considering actions as they affect future generations.
- d) Leaving the land better than we found it.
- e) Recognizing, respecting and honoring life's natural rhythms.

7) Renewing and strengthening community through:

- a) Honoring diversity and uniqueness of each individual.
- b) Giving thanks and reclaiming a culture of gratitude.
- c) Practicing Peace Principles – Good Message, Peace, Unity.
- d) Respecting yourself, others and the environment.
- e) Acknowledging interdependence of all life and recognizing our roles.
- f) Co-creating through cooperation and collaboration.

Foundational Values of Wild Earth

With gratitude for all that nurtures and supports us, Wild Earth’s caretakers, program and administrative staff, and volunteers continually strive to be in peace with the environment and in harmony with all human beings. Wild Earth recognizes that all life is an interconnected web, and so, it is for our greatest good that we take great care of ourselves, each other, the Earth and all its inhabitants. With this in mind, we strive to uphold the following age-honored values as foundational to all that we are and all that we do at Wild Earth:

- 1) **Gratitude, Respect and Reverence:** for ourselves and our bodies, for our peers and community, for the environment and its inhabitants.

- 2) **Earth Stewardship:** All entities of the Earth are essential to life, and everything dwelling on and within Mother Earth is mysteriously, wondrously interconnected. Our livelihood is inseparable from it, and so, to sustain ourselves, we must steward our home.

- 3) **Positive Role Modeling:** Aware that our actions ripple out and have known and unforeseen effects, we strive to role model our values and aspirations at all times as to affect positively those we are guiding, our peers, our elders, and the vibration of the planet.

- 4) **Wellness:** Acknowledging that continually seeking a nourishing lifestyle on a personal, communal and organizational level will promote a positive standard of health and vitality essential to the well-being of all.
 - a) **Self-care:** first and foremost, to promote an atmosphere of personal wellness. If we cannot take care of ourselves, then we cannot be available to serve others in a genuine manner.
 - b) **Community:** promoting love, care, and open communication in our relationships with employers, program coordinators, staff, peers, parents, and campers.
 - c) **Health of the Wild Earth Organization:** All decisions, ultimately, must be made with the good of the whole organization at heart. Decisions made in attempt to serve individual agendas or compensate for imbalances must be acknowledged and then released in order to serve and reflect the goals of the whole.

Guidelines for Communication at Wild Earth

Wild Earth continually strives to communicate following the age-honored path outlined in the **Peace Principles** offered to all through The Peacemaker and the Tree of Peace, a Native American Legend of the Iroquois. These guiding principles may help to serve as an anchor in times of uncertainty or ignorance. Wild Earth will strive to seek and to reclaim the virtue and simplicity of these values, choosing peace over violence, and cooperation and collaboration over competition.

- 1) **Good Message:** Choose words with integrity and intention when speaking of another/others. Stay with facts and strive to release judgment or create unnecessary drama.
- 2) **Peace:** Center yourself in your body and mind in a peaceful and loving manner before you speak with others, especially about important matters or in a teaching context. Approach the development of your sense of self in regards to the well being of others.
- 3) **Unity:** Choose a decision-making process that reflects some aspects of consensus, at least allowing for multiple perspectives to be represented. Seek balance of everyday details with the bigger picture and overall mission. Recognize that there is a great potential value and strength in unity, strength in numbers, strength in community – standing together as one.

Additional Wild Earth Program Policies.

- 1) Wild Earth will not facilitate or encourage hunting of live animals in our programs.
- 2) When harvesting wild plant edibles or live trees, Wild Earth instructors will encourage responsibly taking what is needed and using what is taken.
- 3) Please refer to Wild Earth Safety Plan.

W.E. Parent Communication Protocol

Effective communication with parents of campers is essential.

Each day as campers arrive and depart, Instructors need to be informative, address concerns, and use positive, direct and constructive communication with parents. Any problems with parent communication should be reviewed immediately with the Camp Director (David Brownstein).

Staff-to-Parent Email Requirement - Introductory and Weekly

Both the introductory and weekly emails are to be sent to info@WildEarthPrograms.org. They will then be forwarded to your clan-specific mailing list.

Program Coordinators are responsible for an introductory welcome letter. Take a moment to introduce yourself, inspire the children and reassure the parents. Please forward this letter one week prior to the program.

To further complete the circle and to bring the gifts in nature closer to the home, all Lead or Co-Lead are responsible for ensuring that a weekly email is composed for all parents, guardians and/or caretakers of all participants in their specific clans. Please forward your email no later than 24 hours after the final day of each individual week that a program is in session.

When writing the emails, please remember to omit personal participant names, keep it light and focus on the positive. A paragraph is all that is needed. In the event of feedback and/or questions that are even slightly uncomfortable, please take a moment to pause, and then contact your Program Coordinator for assistance.

Below is a list of ideas to assist the writer in composing the weekly email. This is only a guide. Use one or more of the following ideas, have fun and be creative.

1. Introduce yourself.
2. Tell an adventurous, fun story (anonymously). How did the children react? What was learned?
3. Highlight a specific learning experience regarding any new species of flora or fauna.
4. Songs learned, include the words.
5. Findings that were full of wonder.
6. Any "I got it!" moments.
7. Stories of perseverance.
8. General structure of the day, from morning circle to closing circle.
9. Describe the personal joy you find in working with the children.
10. Questions for the parents to ask the kids. Questions that inspire recollection.
11. Challenges you sent the children home with.
12. Helpful Field Guides or books that support and reinforce what your specific clan has been drawn to naturally.

W.E. Suggested Reading

In support of Earth-based Learning - Activities/Games:

Caduto, Michael and Bruchac, Joseph, Keepers of the Earth.
Cornell, Joseph, Sharing Nature with Children Vol. 1 and 2
Duensing, Edward, Talking to Fireflies, Shrinking the Moon.
Louv, Richards, Last Child in the Woods: Saving our Children from Nature Deficit Disorder.

Self- Study:

Young, Jon, Exploring Natural Mystery - Kamana One & Two.
Young, Jon, Seeing Through Native Eyes, Understanding the Language of Nature. (Audio CD).

Field Guides and Identification:

Brown, Tom, All Field Guides available.
Elbroch, Mark, Bird Tracks and Sign, A Guide to North American Species.
Elbroch, Mark, Animal Skulls, A Guide to North American Species.
Elpel, Thomas, Botany in a Day: The Patterns Method of Plant Identification.
Houghton Mifflin Press, Peterson Field Guides. All guides and audio CDs available.
Rezendes, Paul, Tracking and the Art of Seeing.
St. Martin's Press, Golden Guide Field Guides. All guides available.

Symonds, George W.D., The Tree Identification Book.
Symonds, George W.D., The Shrub Identification Book

Crafts and Skills:

Brown, Tom, All Guides available.
Westcott, David and The Society of Primitive Technology, Primitive Technology - A book of Earth Skills.
Westcott, David and The Society of Primitive Technology, Primitive Technology II - Ancestral Skills.

Books/Stories that resonate and inspire:

Audlin, James David, Circle of Life, Traditional Teachings of Native American Elders.
Boyd, Doug, Rolling Thunder.
Brown, Tom, Grandfather. The Search. The Tracker. Way of the Scout.
Carter, Forrest, The Education of Little Tree.
Carter, Forrest, Watch for Me on the Mountain.
Dillard, Annie, Pilgrim at Tinker Creek.
Foster, Stephen and Little, Meredith, Roaring of the Sacred River: The Wilderness Quest
Gonzales, Laurence, Deep Survival.
Heinreich, Bernd, Mind of the Raven. The Trees in My Forest.
Jensen, Derrick, A Language Older Than Words.
Keeny, Bradford, Profiles of Healing.
Prechtel, Martin, Long Life Honey in the Heart.
Quinn, Daniel, Ishmael
Some, Malidoma, Of Water and Spirit. The Healing Wisdom of Africa.
Starhawk, Earth Path
Wallace and Fadden, White Roots of Peace.
Wolfe, Robert, Original Wisdom.

Read Aloud and/or young readers for the child in all of us:

Burkett, Molly, The Year of the Badger.
Dahl, Roald, Going Solo.
Deloria, Ella Cara, Waterlily.
George, Jean Craighead. My Side of the Mountain. Julie of the Wolves.
Millman, Dan, The Way of the Peaceful Warrior Series.
Mowat, Farley, Never Cry Wolf
O'Dell, Scott, Island of the Blue Dolphin.
Paulsen, Gary, Dogsong. Tracker. Hatchet. Brian's Winter. Brian's Returns.
Rawls, Wilson, Where the Red Fern Grows
Speare, Elizabeth Speare. The Sign of the Beaver
Sperry, Armstrong. Call It Courage

WILD EARTH

2010 Summer Camp Safety Plan

Last Modified June 14

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Introduction:

Wild Earth's mission is to offer and support experiences in nature that are inspiring, educational and fun, while renewing and deepening connections with ourselves, others and the Earth.

During our programs, safety is our most important consideration. The following Safety Plan is designed to ensure that instructors and participants are knowledgeable of our rules and regulations regarding safety.

Wild Earth's summer program is subject to the rules and regulations set forth.

1. Personnel:

A) CHAIN OF COMMAND:

Wild Earth Caretakers



Camp Director, Health Director



Program Coordinator (1-2 for each program location) (Designated Health Assistant)



Lead or Co-Lead Instructor



Assistant Instructor, Teen Instructor

B) STAFF SELECTION, QUALIFICATIONS, AND REFERENCES:

1. Procedure for Staff selection:

All staff have had previous experience attending programs, have had direct experience with current or former Instructors, and/or have demonstrated exceptional skill and care with children.

All staff will have a record of at least three positives references.

Procedures for staff selection are carried out by Caretakers and the Camp Director. After initial inquiry by potential staff, or recruitment of potential staff, interviews are conducted by the Camp Director. Reviews are made of work history, creativity, skills with children, nature-based skills, and ability to work with program participants, as well as other qualifications (see below).

Wild Earth is an equal opportunity employer.

2. Qualifications: (Also see job descriptions below)

Health Director: NYS licensed physician, nurse, or EMT. (Volunteer Position)

Camp Director: At least 24 weeks of administrative or supervising experience in camp programs. Meets description of caretaker role (see below). Current certification in Wilderness First Aid and CPR. Demonstrated ability to design and implement camp programs, supervise staff, and carry out Wild Earth's mission.

Program Coordinator: Designated Health Assistant. 21 years of age by end of calendar year. Demonstrated ability working with children and teens in a nature-based program. Certification in Wilderness First Aid and CPR. Demonstrated ability to design and implement camp programs, supervise staff, and carry out Wild Earth's mission.

Lead or Co-Lead Instructor: 18 years of age by end of calendar year. Demonstrated ability working with children and teens in a nature-based program. Current certification in Heart Saver CPR and American Red Cross Basic First Aid or equivalent.

Assistant Instructor: 16 years of age by end of calendar year. Demonstrated ability working with children and teens in a nature-based program. Recommended but not required: Current certification in Heart Saver CPR and American Red Cross Basic First Aid or equivalent. *Per Board of Health requirements, all Assistant Instructors will be supervised as campers.*

Teen Instructor: 14 years or older by end of calendar year. Previous experience as an Apprentice with Wild Earth or equivalent. Demonstrated ability working with children and teens in a nature-based program. *Per Board of Health requirements, all Teen Instructors will be supervised as campers.*

Apprentice: 13 years of age by end of calendar year. Expressed interest in Apprenticeship program. Participated in at least one Wild Earth program, Apprenticeship training, or equivalent. *Per Board of Health requirements, all Apprentices will be supervised as campers.*

3. References:

- a. Instructors' voluntary references and other references will be pursued for high quality recommendations. All staff will have a record of at least three positive references.
- b. Instructors will be screened against a criminal or sex offender record.

C. JOB DESCRIPTIONS:

Wild Earth Caretaker and Camp Director:

1. Oversee all details of the Wild Earth Organization as they relate to programming, administration, finances, staffing, marketing, policy-making and compliance with regulatory agencies.
2. Maintain a thorough understanding of and compliance to all Wild Earth policies and Safety Plan procedures.
3. Hold a constant awareness to the overall welfare of Wild Earth as an organization and the community it shares.
4. Remain flexible and open to all feedback.
5. Remain prepared to support any and all organizational roles as needed.
6. Appoint and oversee Camp Director.
7. Oversee all maintenance of site locations including bathroom facilities.

Health Director

1. Supervise health at Wild Earth programs.
2. Maintain participant's confidential medical history.
3. Oversee health screening of participants and daily oversight.
4. Handle health emergencies, injuries, emergency preparedness and provisions.
5. Maintain medical log.
6. Report required incidents to local health department within 24 hours.

Program Coordinator/Health Assistant

1. Report to Wild Earth Caretakers, Camp Director, and Health Director, acts as the Designated Assistant to Health Director.
2. Design and plan curriculum and staff for programs in collaboration with designated caretaker(s).
3. Collaborate with Land Coordinator, Caretaker and Landowners regarding all site-specific issues including boundaries, restrictions, special conditions/concerns and emergency telephone usage.
4. Maintain a thorough understanding of and compliance with all applicable Wild Earth policies and Safety Plan procedures.
5. Ensure that all clans and staff under your direct supervision understand and comply with all Wild Earth policies and Safety Plan procedures.
6. Distribute and ensure that all Lead Instructors and at least one Co-Lead Instructor have on-site and in their possession at all times complete first-aid kits including remote communication devices that are in working order.
7. Collect all First Aid kits and remote communication devices at the end of each program day. Return all kits and devices to the designated Caretaker on the final day.
8. Ensure all staff under your direct supervision is supplied with complete Wild Earth Handbooks.
9. Inspire and empower staff through regular meetings (opening and closing circles) allowing for open discussions on expectations, general flow of the day, Wild Earth Core Practices and individual responsibilities.
10. Ensure that all aspects of Wild Earth programs LEAVE NO TRACE.
11. Remain flexible using evaluation and feedback to guide and adjust all aspects of the program as needed.
12. Maintain a current certification in Wilderness First Aid and CPR.
13. Insure all program site locations are maintained including trash removal and sanitation of bathroom facilities.
14. Recommended: maintain a personal journal of the day's events as they relate to the curriculum, your achievements and your personal challenges.

Lead or Co-Lead Instructor:

1. Report directly to the Program Coordinator.
2. Maintain a thorough understanding of and compliance to all applicable W.E. policies and Safety Plan procedures.
3. Maintain and have on your possession at all times a complete First Aid Kit with a remote communication device in working order.
4. Maintain alertness to first response in emergencies.
5. Responsible for the overall clan experience and general welfare of clan staff and participants.
6. Collaborate with clan-specific staff to design and implement clan curriculum.
7. Remain flexible using evaluation and feedback to guide and adjust curriculum as needed.
8. Inspire and empower clan-specific staff through regular meetings allowing for open discussions on expectations, general flow of the day, Wild Earth Core Practices and individual responsibilities.
9. Continually refer to the Wild Earth Core Practices, share responsibilities, create your own clan-specific "acorn", and ensure all aspects are met with sufficient coverage.
10. Mentor and direct Assistant, Teen and Apprentice Instructors.
11. Complete weekly emails as outlined in Wild Earth Handbook and remain available for parent communication.
12. Maintain a current certification in Heartsaver CPR/American Red Cross Basic First Aid or equivalent, or a higher CPR/First Aid certification.
13. Suggested: maintain a personal journal of the day's events as they relate to the curriculum, your achievements and your personal challenges.

Assistant Instructor:

1. Report directly to Lead Instructor and/or Program Coordinator.
2. Maintain a thorough understanding of and compliance to all applicable Wild Earth policies and Safety Plan procedures.
3. Learn, integrate and facilitate pieces of curriculum under the direction of Instructor and/or Program Coordinator.
4. Collaborate with Lead Instructor and/or Program Coordinator in the design and implementation of clan-specific curriculum.
5. Remain flexible using evaluation and feedback to guide and adjust individual responsibilities as needed.

6. Assume responsibility for assigned Core Practice sub-groups, if applicable.
7. Refer all parent and/or guardian inquiries to the Instructor and/or Program Coordinator.
8. Maintain a current certification in Heartsaver CPR/American Red Cross Basic First Aid or equivalent, or a higher CPR/First Aid certification.
9. Suggested: maintain a personal journal of the day's events as they relate to the curriculum, your achievements and your personal challenges.

Per Board of Health requirements, all Assistant Instructors will be supervised as campers.

Teen Instructor:

1. Report directly to Lead and Co-Lead Instructors and/or Program Coordinator.
2. Maintain a thorough understanding of and compliance to all applicable Wild Earth policies and Safety Plan procedures.
3. Learn, integrate and facilitate pieces of curriculum under the direction of Lead and Co-Lead Instructors and/or Program Coordinator.
4. Assume responsibility for assigned Core Practice sub-groups, if applicable.
5. Remain flexible using evaluation and feedback to guide and adjust individual responsibilities as needed.
6. Refer all parent and/or guardian inquiries to the Lead and Co-Lead Instructors and/or Program Coordinator.
7. Suggested: maintain a personal journal of the day's events as they relate to the curriculum, your achievements and your personal challenges.

Per Board of Health requirements, all Teen Instructors will be supervised as campers.

2. Facilities Operation:

- A. GENERAL OPERATION: Wild Earth Wilderness School is responsible for the operation and maintenance of program sites. Programs are held outside and not in any buildings.

2010 programs are held on private land in the following locations:

- | | |
|---------------------------|---|
| Screech Owls (ages 3- 6): | 47 Butternut Rd. New Paltz, NY (Brownstein) |
| Kestrels (ages 6 - 10): | 81 Clove Valley Rd. High Falls, NY (Stover) |
| Raven (ages 10- 13): | 600 Clove Valley Rd. High Falls, NY (Pardini) |

- B. WATER: Drinking water will be self-supplied by participants (water bottles from home). Backup water is supplied by approved bottled water. All food consumed by participants is either self-supplied (bag lunch) or day of fresh (snacks such as watermelon).

C. SANITATION: Camp sanitation is the responsibility of Wild Earth. Program sites will have either approved bathrooms or approved portable latrines. There will be running water for hand washing, pump-style soap, and closed trash bins for disposable paper towels. Program Coordinators/Health Assistants will properly care for bathroom facilities and latrines.

D. FIRE SAFETY: Wild Earth programs do not take part inside any buildings. Fire prevention, safety, and evacuation drills are included in training and orientation, and will be recorded in the camp logbook. All fire drills are to take place the first day of camp.

E. EVACUATION: Following emergency communication for evacuation, all participants will meet at the location for morning circle, alternatively at the entrance to the program area.

(A map of these locations is attached)

3. Health and Medical Plan

The safety and well being of participants in Wild Earth is our highest priority. Wild Earth has a Health Director, Safety Caretaker and All Level II Instructors and up are required to be certified in CPR/First Aid. First Aid kits are carried for each group, as well as emergency communication devices.

A. HEALTH DIRECTOR: (see Job Description on page 4).

B. MEDICATION:

- Staff will not administer medication. If medication is required, participants must be able to self-administer. Written notification from parent/guardian or a doctor's prescription, as well as instructions are required.
- The designated Health Assistant will place medication in a secure (locked) location, and will oversee dosage according to prescription, reminding the camper when to take it, verify dosage and keep a record of administration.
- Epinephrine or bronchial inhalers are not carried in Instructors first aid kits. Participants who require epinephrine for circumstances that may arise during a program should carry it themselves and be prepared to self-administer.

C. UNIVERSAL PRECAUTIONS: Universal Precautions are taught to Instructors who receive CPR/First Aid training (level 2 and up), and will be taken by Instructors if medical emergencies are called for. Protective masks, gloves and disinfectants are stored in first aid kits. Disposal of any emergency first aid materials, including wound dressings, will be in medical waste bags supplied in first aid kits.

D. ROUTINE HEALTH CARE/SURVEILLANCE: Wild Earth will maintain a constant awareness of overall health and safety of participants on a daily basis.

E. EMERGENCY OUTBREAK: If campers become ill, they will be escorted out of camp and their parent or approved guardian will be called to pick them up. The Emergency Outbreak isolation area will be located at the pick-up/drop-off site.

F. MEDICAL HISTORY, EXISTING CONDITIONS OR RESTRICTIONS: Wild Earth requires medical forms, waivers and questionnaires from all participants, including a record of

immunization history. Such records will be kept confidential and on file, and carefully examined by the Health Director. Staff involved in the supervision of each camper will review any existing conditions, special needs, or restrictions.

G. MEDICAL LOG, REPORTING AND INCIDENT REPORTS:

- All illness or injury incidents will be kept in a medical log, which will be overseen by the Health Director. All required incidents will be reported to the Ulster County Health Department within 24 hours.
- An Incident Report will be filed by the attending Instructor and signed by the Program Coordinator before the end of the day. Reports will be provided to the parents or guardian within 24 hours and kept on file with the Caretakers.
- Abuse recognition and reporting: Instructors will be asked to recognize signs of child abuse and report it to the Health Director or Health Assistant, who will report it to the Board of Health. Instructors are responsible to report any inappropriate behavior by other Wild Earth staff or participant.

H. CAMP SANITATION: Wild Earth is responsible for camp sanitation. See Facilities Operation above.

4. Activities and Supervision

Wild Earth makes every attempt to prevent injuries. This includes review of former close or actual injuries, training of all staff and close supervision of participants.

- A. EMERGENCY COMMUNICATION: While in the field, instructors will carry a remote communication device (“walkie-talkie”). Each location has a landline available.

The Camp Director, David Brownstein, should be called immediately in the event of an emergency. (Office: 845-256-9830, Home: 845- 255-7175, Cell: 845-344-7276)

B. GENERAL SUPERVISION:

- Wild Earth programs for kids includes a minimum of 2 adult instructors per 12 kids.
- From the time participants arrive until their departure, supervision is maintained. A sign-in, sign-out system for parental guardians is used.
- Late Arrival/Departure- Late arrivals will be accompanied by an adult to their respective group. Late departures will be accompanied by an adult until an authorized adult arrives.
- Only authorized adult guardians who have written permission may sign-out a child.
- Discipline: Instructors are expected to communicate and demonstrate respect for children’s curiosity and understand their natural tendencies to challenge adults and peers. In cases where children are disruptive, instructors will use verbal communication, quiet time and group discussion with the “no blame” approach and social inclusion. Discipline is left up to parents or guardians.

C. SUPERVISION IN EMERGENCIES: See safety communication above. In emergency situations, all children will be supervised by an adult instructor.

D. INCIDENTAL WATER IMMERSION: (There is no swimming available.)

- In the event of wading in streams, the Instructor must enter stream first to judge the current strength.
- During water activities, a designated Instructor (Lead or Co-Lead Instructor and up) will be responsible for watching all participants near the water as their only responsibility.
- During water activities, Instructors will be beside or in the water providing visual surveillance to all children under their designated supervision.
- All Instructors responsible for water safety are certified in CPR/First AID

E. KNIFE SAFETY:

- Before having or using knives, participants must have written permission in the form of a signed Knife Use Waiver.
- Knife safety, skill and purpose will be fully presented and taught at the beginning of each program that might include knife usage. All participants must receive training before using knives.
- Instructors will require knives to be carried in daypacks, or bags of some sort, not to be worn on the body or carried in pockets of clothing. (This does not apply to instructors.)
- As a safety precaution, Instructors may keep participant's knives during a program and return them to a parent or guardian at the end of a program.
- Any participant who does not follow an instructor's rule of knife safety will not be allowed to bring a knife to the program.

5. Staff Training:

A. CERTIFICATIONS AND EMERGENCY RESPONSE TRAINING: See Health Director qualifications above. All Assistant and up Instructors will receive training in CPR/First Aid and/or Wilderness First Responder.

B. OUTLINE OF TRAINING CURRICULUM: All instructors will participate in Wild Earth training, which will be documented in the camp logbook. Training will include:

- Tour of program land, Description of hazards.
- Chain of Command, Supervision and discipline.
- Acceptable and unacceptable methods of dealing with disruptive children.
- Recognizing, reporting and reacting to injuries, illness and medical emergencies.
- Child abuse recognition and reporting.
- Appropriate conduct for staff with participants, and with other staff.
- First aid/emergency medical response.
- Illness and injury reporting.
- Buddy system.
- Lost child plan.
- Lightening and foul weather safety.
- Fire safety and fire drill procedures.
- Evacuation procedures.
- Water safety.
- Knife safety.
- Procedures for dealing with intruders.
- Land Stewardship.

C. **FIRST AID, EMERGENCY RESPONSE, INJURY OR ACCIDENT:** If a child is injured, or when a significant incident has occurred, the following procedure will be followed:

1. The most senior Instructor present will make commands for administration of first aid or life saving care, transport of injured person, calling for emergency services, and supervision of non-injured participants.
2. 911 will be called and CPR will be used if needed.
3. Parent or legal guardian will be notified.
4. Wild Earth Caretaker on duty will be notified.
5. Hospital transport will be only by ambulance.
6. Incident Reports will be filed by the attending Instructor and signed by Program Coordinator.

D. **LOST:**

1. If any participant is missing, search procedures will commence immediately. Participants who are accounted for will be supervised during search procedures.
2. A participant will be considered lost when that individual cannot intentionally be located for 10 minutes. The Instructor will take into account the qualities of the individual, the group and the activity involved before commencing search procedures. (Many safe activities and games call for hiding, camouflage and scouting.)
3. To prevent a participant from becoming unintentionally separated from the group and beyond instructor supervision, the following procedures will be followed:
 - a. Young children (7 or younger) will be within sight of a supervising instructor at all times. Children who are older yet display an inability to orient or a propensity to wander off may also require sight supervision at all times.
 - b. Orientation and “lost proofing” techniques are taught to participants. (Land orientation, leaving tracks, “song-line,” etc...)
 - c. Participants are instructed to go to a meet-up place if they know where they are but have lost their group, or to stay put if they become disoriented.
4. **Search Procedures:** When it is determined by the Senior Instructor that a participant is lost, the following response will be initiated:

- a. The Program Coordinator, Caretaker, and local authorities will be immediately notified.
- b. The supervision of participants will be reorganized and a search will commence with all available instructors not immediately supervising participants.
- c. The search team, consisting of landowners, Caretakers and other volunteers will search to locate the missing participant.
- d. Search procedures will include the search team splitting into four groups. Each group will scan the land beginning from the last sighting of the lost individual moving out to the North, South, East and West. If after one hour of searching without finding the lost individual, search and rescue authorities will be called in to assist.

E. WEATHER: In case of dangerous weather, the Program Coordinators and Instructors, or the Caretakers, will cancel or curtail activities. If prior to a day's program, notification will be by telephone.

If, after a program has started, dangerous weather is encountered, the following procedures will commence:

1. Program coordinators will be alerted.
2. If anyone hears thunder, sees dark threatening clouds developing or sees lightning, Instructors will follow the "30/30 Rule."
 - a. Safe shelter will be sought if the time is less than 30 seconds between the lightning and the sound of thunder.
 - b. Shelter will be sought inside a building, a car, or a cave. Participants will stay inside until 30 minutes after the last thunder is heard.
 - c. If shelter is unavailable, Instructors will NOT seek shelter under tall isolated trees and will stay away from tall, isolated objects, open fields, ridge tops, or clearings. Participants will stay near thick and lower stand of trees in a valley, ravine, or other low area.
 - d. Instructors will make sure that participants stay away from metal objects, such as fences, poles and backpacks.

F. RABIES:

Signs of rabies include:

- Changes in an animal's behavior, general sickness.
- Problems swallowing, an increase in drool or saliva.
- Wild animals that appear abnormally tame or sick.
- Animals that may bite at everything if excited.
- Difficulty moving or paralysis.

Animals in the early stage of rabies may not have any signs, although their bite can be infectious. The incubation period from the time of the animal bite to when signs appear is

usually 1-3 months, but it can last as long as several years. Once the virus reaches the brain or spinal cord, signs of the disease appear.

1. Any animal bite will be reported and every attempt will be made to determine if the animal was rabid. Instructors are trained to identify animals with the potential for rabies. They will keep children away from animals in the wild and will observe animals from a distance. Landowners will assist in capturing an animal that inflicted a bite and the Directors will arrange to have it tested.
2. Senior Instructors will wash the wound or exposed site thoroughly with soap and water. Medical assistance will be called for.

G. TRAINING ATTENDANCE DOCUMENTATION:

All attendees will sign-into training logbook.

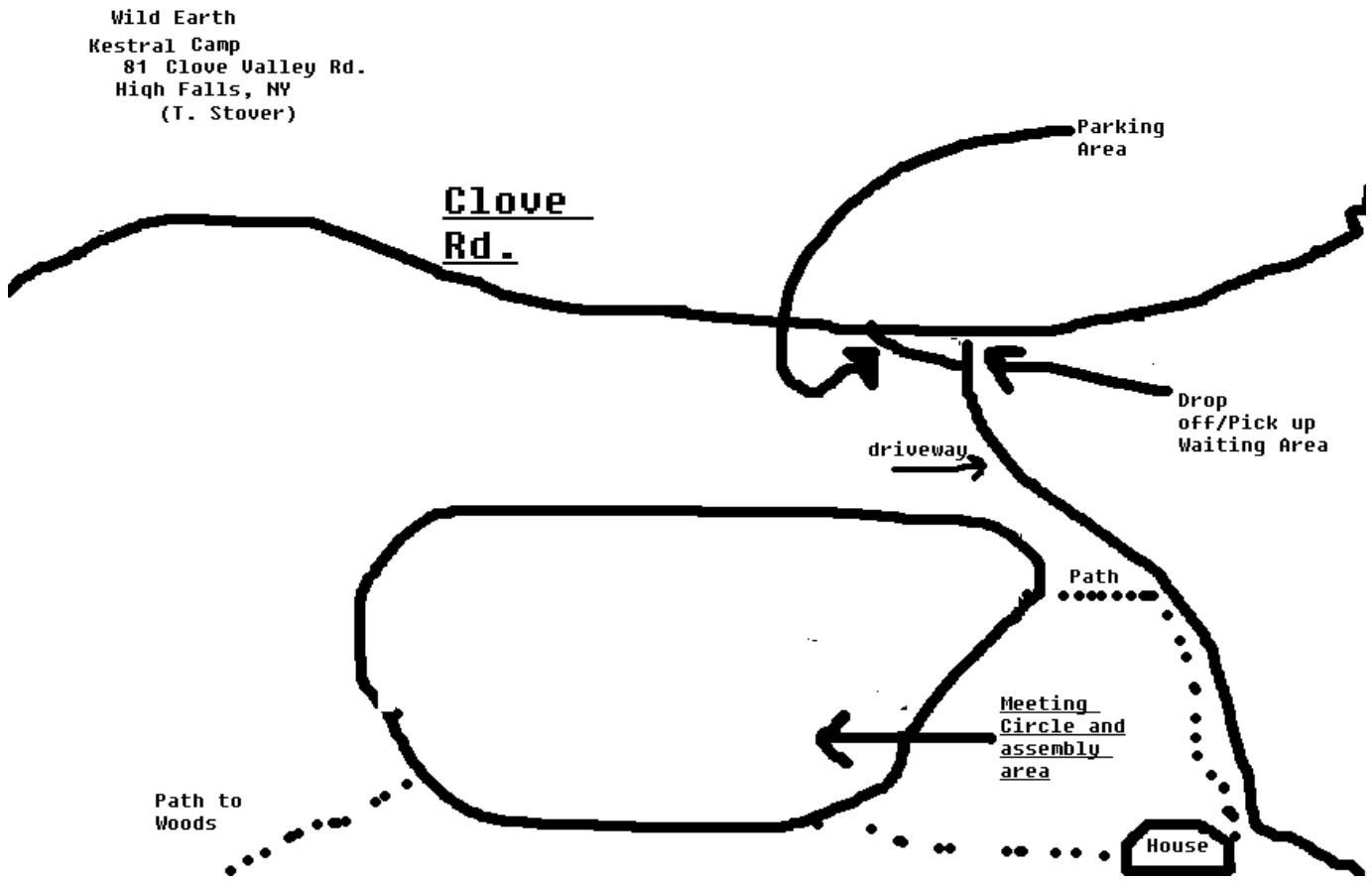
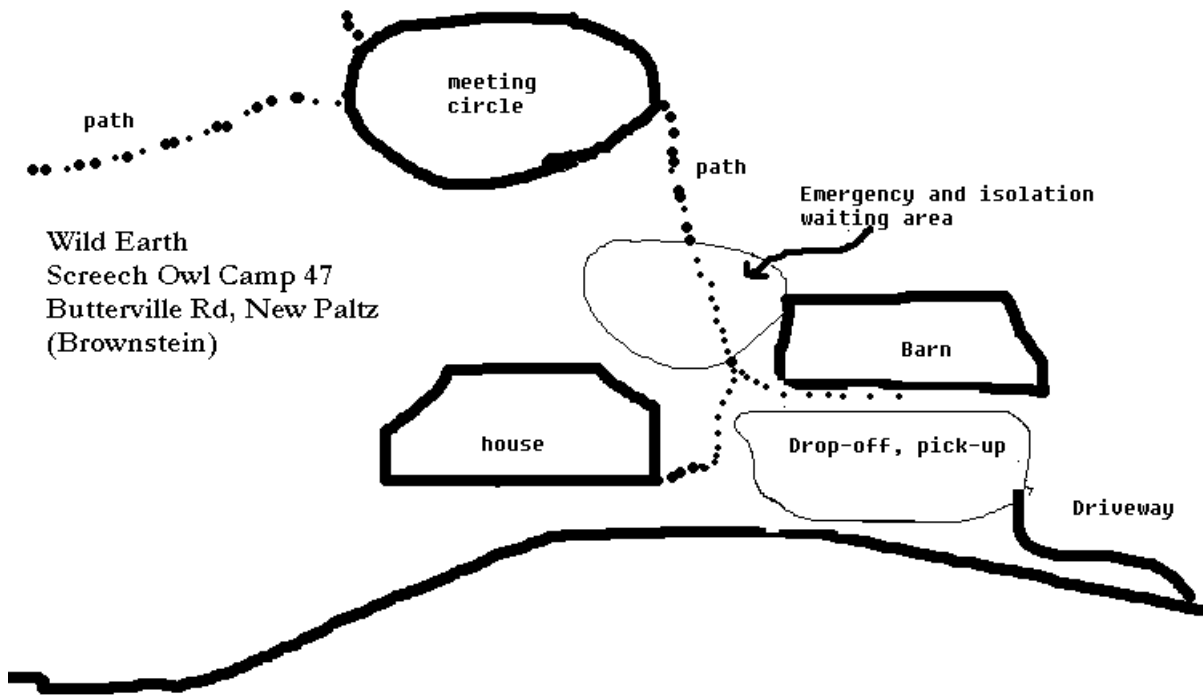
6. Camper Orientation

Curriculum: Upon arrival (day one) to Wild Earth programs, participants will receive an orientation. This will be documented in the logbook and will include:

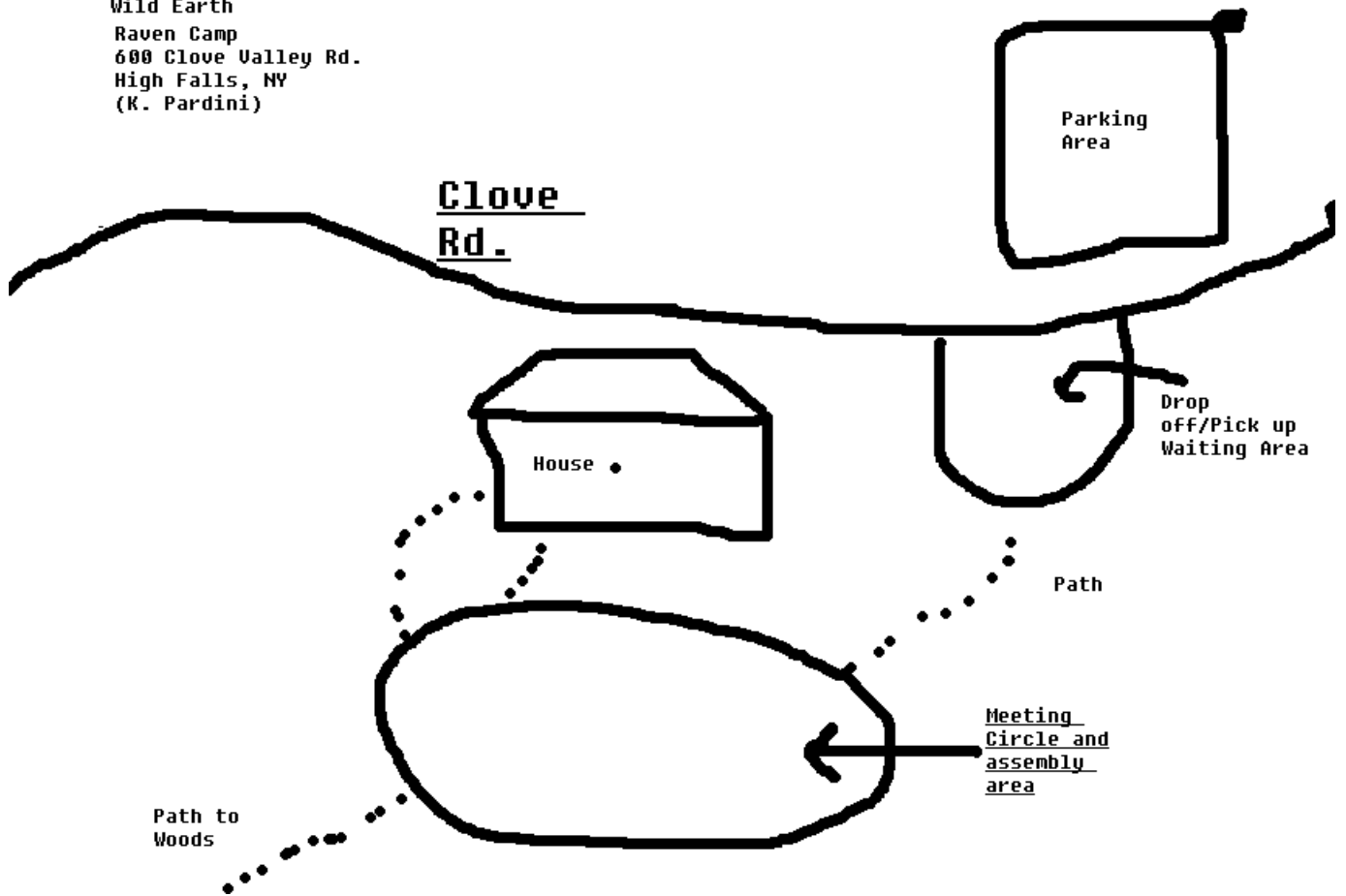
- Tour of campgrounds and Land Stewardship.
- Description of hazards and hazard prevention, including poison ivy, tick and injury prevention, loss prevention, lightening and other natural hazards.
- Safety procedures.
- How to report incidents to Instructors.
- What to do if lost.
- Fire drills, evacuation plan.
- Lightening plan.
- General rules, as well as questions and answers.

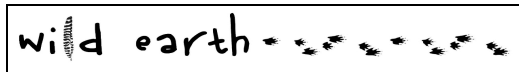
7. Office Record Keeping, Forms, Insurance Coverage, etc...

- A. Wild Earth Caretakers/Camp Director are responsible for keeping records of all programs, participants and incidents. The Health Director will also keep records of health and medical information.
- B. Wild Earth has liability insurance for any participant or landowner claims.
- C. Medical Forms, Water Activities and Swimming Permission forms, Non- Parent Pick-Up Permission, Knife Use Forms are required for participants (where age appropriate).



Wild Earth
Raven Camp
600 Clove Valley Rd.
High Falls, NY
(K. Pardini)





INCIDENT REPORT

Incident Involving (name of individual): _____

Date of Incident: _____ **Instructor making report:** _____

Camp Location: _____ **Clan Name** _____

Describe the following in the space below (use the back side of sheet if necessary):

1. The incident (including date, time, place, nature of incident and people involved).
2. Care that was provided.
3. Any follow-up actions today or in the future.
4. Other Comments.

To the best of my knowledge, this is a complete and accurate representation of the incident.

Signature of Instructor making this report. _____

Signature of Program Coordinator _____

I have been informed of the incident and have read this report.

Signed the parent/guardian _____ Date _____