



Risk Management Document

In 1997, we of the Georgetown College Summer Programs & Camps Team developed our first *Risk Management Document* to indicate the steps and efforts that we take to protect the safety and security of our summer guests. This document represents the efforts of our SP&C Team to further refine and define our efforts to be fully cognizant of the very important area of risk management and institutional liability. Persons representing several campus units and divisions, most notably Maintenance, Grounds, Safety & Security, Building Services, and Dining Services [Sodexo] are on the “front-line” with members of our SP&C Team as we work to ensure the safety & security of all of our summer campers and guests.

I. Basic Tenets

A. Risk Avoidance

[avoid activities and/or events that involve a high degree of “risk”]

B. Hazard Reduction

[reduction and/or elimination of conditions that might cause or lead to “risk”]

C. Risk Retention

[upon careful consideration, retain “risk” that may be managed at an acceptable level]

D. Risk Transfer

[when and where possible, “shift” risk and/or liability to other parties]

E. Other – Doctrine of Attractive Nuisances

[Measures are taken to avoid any possible attractive nuisances by properly storing machinery, equipment, musical instruments, and/or other items or devices that may fall into the category of attractive nuisance. In addition, Summer Programs & Camps Team members are made aware of the Doctrine of Attractive Nuisance in order to continually monitor the campus, grounds, and facilities]

II. Dissemination of Information

Information regarding the safety & security of our guests is disseminated via the following outlets [and these outlets are amplified throughout the Risk Management Document]

A. SP&C Web ... <http://summercamps.georgetowncollege.edu>

B. Contractual Agreements

C. CampPac – Short Form

D. Special Signs & Signage for Camps/Conferences

E. Pre-Camp Conferences with Clients

F. Welcome & Informational Video Loops

[implemented in 2005, shown during registration sequences for most camps – reinforces safety/security information]

G. Emergency Contact Cards

[given to all Clients and in many cases the participants and/or guardians of the participants]

H. Registration Packet Information

[for many camps/conferences when a “team-style” registration sequence is utilized additional safety information is provided for youth leaders, chaperones, coaches, et al]

I. Specialty/Emergency Signs

[wet floor, flooded area, limbs down, construction area, etc as necessary]

J. CIL [Camp Information Listing]

[comprehensive document prepared and sent to all operational personnel/units prior to the arrival of any camp/client]

K. Sub-CIL

[specific information to specific units prior to the arrival of some camps/clients]

L. Meetings/Discussions

[ongoing conversations, ongoing risk tutorials with the SP&C Team, campus personnel and the clients]

III. Pre-Camp Information

A. Contract and Cover Letter

[available upon request from the Office of Summer Programs & Camps]

B. CampPac – Short Form

[available upon request from the Office of Summer Programs & Camps]

These pre-camp documents are mailed to each camp coordinator or their designee with the contract being signed and returned to the Summer Programs & Camps Office at Georgetown College. The eighth term of the contract indicates the client's agreement to adhere to all guidelines, policies, and procedures of Georgetown College and Summer Programs & Camps Team. The twelfth term of the contract fully indemnifies the College and its agents. The CampPac – Short Form is designed to fully describe the policies, procedures, and guidelines for camp operations; the issue of “risk management” is well-outlined in this document.

C. SP&C Web

The Summer Programs & Camps web, which was designed and implemented in 2001, has proven extremely popular and helpful to our camp clients, participants, and families. The web provides a plethora of information regarding all facets of our camp operations. This easily

accessible format has enabled us to provide, for a much wider audience, important guidelines, expectations and information regarding Summer Programs & Camps at Georgetown College. Additionally, many of our major clients have “linked” our SP&C web to their own webs for the convenience of their participants. The SP&C Web is updated regularly.

D. LG&H [Lighting Grounds & Hazards] Check

The LG&H is performed annually by the SP&C Team, generally a few weeks prior to the beginning of the camping season. During this time [usually in the evening] the SP&C Team looks for possible “issues” which need to be addressed prior to the arrival of the first campers. This information is then forwarded to the appropriate operational personnel and/or units.

IV. Dimensions of Responsibility

The following are areas that we address annually to ensure the safety and security of summer guests. Additionally, members of our Summer Programs & Camps Team monitor the external grounds of the College on a regular basis, via daily touring of the campus – as well as – late night rounds

A. Grounds

1. Sidewalks

- a. inspected for hazards and/or breakage in concrete
- b. any “drop-offs” of greater than 2” identified and, when deemed necessary, use orange cones [or in some cases hazmat tape] to mark potential hazards for guests – implement repairs as necessary
- c. grounds policed regularly to remove debris [i.e. leaves, mud, etc.] – washed when necessary

2. Common Areas

- a. inspected for any hazards or necessary improvements
- b. trees are inspected regularly for any hazards or falling limbs
- c. mowed and edged regularly
- d. policed regularly to pick-up trash and/or debris
- e. “Call Boxes” for emergency usage may be found behind the KA House, between KD & LCA [parking lot], Knight Hall [East Parking Lot], between Knight Hall and the Anne Wright Wilson Fine Arts Building, the Military Street Parking Lot and between Allen Hall and the Building Services Building
- f. emergency telephones – front entrance to Allen & Flowers Hall

3. External Lighting

- a. institutional buildings are equipped with night security lights for outdoor illumination of sidewalks and grounds
- b. South Campus lighting upgrade project was completed during the Fall of 2005 and has

radically improved illumination in that area

c. as a continuation of the south campus lighting upgrade project, many of the old style globe lights at the dorms have been replaced with permanent pole lights

d. regularly inspect grounds for areas of poor lighting and for burned-out bulbs. Based upon late-night “rounds” and an ongoing perusal of the campus, SP&C Team members request additional lighting and bulb replacement as necessary

4. External Signage

a. large institutional signs are strategically placed to identify approved parking, give registration directions to guests, and provide directions to specific buildings or on-campus sites, events, and activities

b. dorm name and key signage provide appropriate labeling of each housing unit and give proper instructions for key usage

5. Outdoor Venues

on and off-campus athletic, intramural and practice fields maintained by appropriate grounds crew and monitored by members of the SP&C Team

6. Parking

parking areas are well-lit and are restricted to college students, faculty, staff and summer guests and are patrolled by members of the Safety & Security Staff

7. General Grounds

a. regularly mowed and edged

b. inspected for hazards and marked with hazmat tape as well as orange cones as necessary and monitored daily by members of the SP&C Team

c. when construction or renovation projects occur, construction sites will be well lit and will be clearly marked with fencing and signage – campers are required to stay away from construction sites – camp coordinators and directors will be informed before their respective sessions of any construction which might impact their camp offering

d. pedestrian “crossing” signs are placed on both College and Jackson streets to alert motorists of crosswalk areas

e. special cross-walk “flashing” signs are requested of and installed by the Municipal Police Department on Jackson Street – to indicate the main “crosswalk” area when possible

8. Trash

regular campus trash pick-up, general policing of grounds, extra trash receptacles added during the summer camp season

9. Basketball Courts

a. all courts are regularly inspected for any potential hazards

b. repairs are made as needed

c. necessary signage installed to alert guests of information/hazards or potential risks

d. outdoor/remote courts – behind residence halls

washed regularly and grass or weeds removed; poles, banking boards, goals, and nets are replaced as necessary; visible signage installed indicating the facilities are for the sole use of college students, faculty and summer guests/campers; courts are regularly monitored by members of the SP&C Team

e. indoor – Davis-Reid Alumni Gymnasium & George H. W. Bush Center for Fitness

regularly mopped to reduce dust and avoid slippage or mishap; air-conditioned for the comfort and well-being of campers; continually supervised and monitored while campers are present; rubber pads and mats used to cover sharp edges on bleachers; signage placed throughout the gymnasium pertinent to usage; signage indicating emergency weather procedures clearly posted

B. Dormitories/Housing Units

a complete listing of the dormitories and housing units utilized for Summer Programs & Camps may be found in Appendix III

1. all exterior doors are permanently locked ensuring that three locked doors must be passed to get to a personal room and/or the possessions of a camper or guest

2. key system in housing units limits access to only campers and staff assigned to a given dorm
[in some special cases also limits designated floor access]

3. each room has an individual lock for the safety and security of guests

4. smoke alarms are provided in each room and periodically checked
[Simplex – institutional vendor]

5. secondary emergency lights automatically turn on when the main power is off – these are found on all floors and in every stairwell and are regularly inspected

6. fire doors are located on each hall in each dorm – and are monitored and maintained as necessary

7. fire extinguishers are located in designated areas on every floor in each housing unit, and are serviced by Campus Safety and monitored by members of the SP&C Team

8. lighted “EXIT” signs are at each stairwell and throughout each housing unit

9. each room has a permanent emergency evacuation plan sign – these are regularly checked and replaced when missing or damaged

Note

Items 1, 5, 6, 7, 8 and 9 are not applicable to the East Campus Apartment Complex

10. each housing unit is regularly inspected by representatives from the office of the State Fire Marshall – and are required to be in compliance with all existing codes

11. enhanced front-end planning combined with an awareness of the importance of gender mix has reduced potential problems [discipline] on north, south and east campuses

12. a list of participants and their respective housing assignments is forwarded to Campus Safety/Security at the beginning of each camp [prior to registration when it is a “contract” camp – following registration in other cases]

13. telephones

a. a telephone may be found in each dorm lobby or entry way for emergency situations

b. in Pierce Hall [an area utilized by several of our clients as “home base”] a second telephone is installed in the lobby during the summer camp season

c. instructions and emergency telephone numbers are plainly posted

d. prior to the arrival of any camp, the camp coordinator(s) or director(s) are required to provide an “Emergency Contact Number” [usually a mobile telephone] which is distributed via the “CIL” [Campus Information Listing] to all operational personnel and units

14. internet access

in these days of global communication via the World Wide Web, internet access and an appropriate protocol to handle responsible usage of this resource is important regarding our summer guests. Permission to use our campus internet resources are provided for campers – in several ways – annually cleared with personnel from ITS ... wireless access in the Student Center, Chapel, LRC and Rec Center; special wireless connections [restricted] for specific clients; computers provided for CentriKid adults in the Youth Leader Lounge [HOF]; and wireless access in the housing units and appropriate protocol [consistent with ITS policies] established by the Executive Director, Managing Director or Operations Manager. Additional information regarding our campus technology policies and procedures are made available upon request to all campers and guests.

15. buildings and rooms are plainly numbered or marked, for campers or emergency personnel, and new numbers and signage are installed as needed

16. there is absolutely no smoking or usage of tobacco products in any housing unit, any dorm room, any common space or any public areas allowed during the summer

17. Fire Safety Disclosure Forms

Starting during the summer of 2005 and continuing to this day, and pursuant to KRS [Kentucky Revised Statutes] 164.9492 [383.010 to 383.285] each client and/or camper and/or parent or legal guardian is asked to sign the “FSDF” acknowledging that they had been informed that Georgetown College residence halls and dormitories are not equipped with fire suppression devices [i.e. sprinklers] with the exception of the East Campus Apartment Complex [constructed in 1997] and Phi Mu [renovated in the summer of 2006]

C. Other Buildings/Facilities

during the course of the summer many campus buildings [non-residential] are used for our campers and guests, as well as several off-campus facilities that are contracted by/for specific camps – a complete listing of this usage may be found in Appendix IV

D. Dining Services/Food Supply

in partnership with Sodexo we are cognizant of the extreme importance of the safety of the food supply and meals provided to our campers and guests

Notable Points

1. Sodexo utilizes a program called “HACCP” [Hazard Analysis Critical Control Point] to ensure the overall safety of the dining experience – key components of the “HACCP” include: A. monitoring and controlling the temperatures of foods during cooking, holding, serving, cooling and re-heating; B. training of food service employees on proper hand-washing techniques, proper use of disposable gloves, and not allowing sick employees to handle food; C. training of food service employees on how to prevent cross-contamination and providing them with proper tools to do so – such color coded cutting boards, that can only be used to prepare specific food items; D. conducting food safety self inspections at every unit where foods are produced every thirty days; ServSafe certification [sponsored by the National Restaurants Association Educational Foundation] is successfully sought and achieved by Sodexo managers and supervisors

2. We, in partnership with Sodexo, are sensitive and responsive to food allergies [i.e. wheat germ, lactose tolerance, peanuts, etc] that any of our guests may have. To this end: A. in our Pre-Camp conference with each client – needs of this nature are requested; B. in private consultation with parents, youth leaders and/or coaches we strive to ensure that the individual needs of a camper are met; C. upon check-in we have conferences with the affected parties and complete a “Special Needs” form; D. our food service managers and supervisors go out of their way to help be responsive to these unique needs

E. Signs and Signage

our Summer Programs & Camps Team takes the installation of appropriate and necessary signs and signage very seriously, and over the years have utilized several different strategies regarding the dissemination of information via signs – we view appropriate signage to be part of our overall strategy regarding the safety and security of our guests – examples of our sign and signage strategy may be found in Appendix V

D. Human Resources

The “human element” is crucial to any thoughtful risk management plan – and for Summer Programs & Camps – personnel in three primary areas are utilized; 1. institutionally provided, 2. municipal services and 3. camp provided personnel – examples of which may be found in Appendix VI. In addition to these personnel – there is the role of the SP&C Team itself

V. Summer Programs & Camps Team

There follows some specific information regarding the SP&C Team – their roles and responsibilities as it pertains to the safety and security of our guests in particular, and risk management in general

A. The Team

Executive Director, Managing Director, Administrative Coordinator, Operations Manager, Summer Associate(s), and an additional one, two or three Team Members [example personnel listed in Appendix II]

B. General Responsibilities

1. The SP&C Web ... <http://summercamps.georgetowncollege.edu> is available for the perusal of any camper, parent, and/or client and contains information including but not limited to Campus Information, Housing Information [keys, trash, safety, smoking policy, telephones, laundry, vending, room responsibility], Dining Services, Other Facilities, Camp Offerings [Internal and External Camps], Directions, Pricing/Fees, Campus Construction, Master Schedule, Operational Information [Pre-Camp Conference, Housing Assignments, Registration and Registration Styles, ID/Meal Cards or Wristbands, Lanyards, Linen Pacs and Mail], Campus Guidelines [General Guidelines and Disclaimers], Risk Management, Camp Mail, Airport Services, Area Hospitals, Area Churches, Area Sites of Interest, Forms [including medical release forms (adults and minors) activity release forms (adults and minors) and ATC (Athletic Trainer Request)], Floor Plans, Housing Assignment Sheets, Campus Map, Lobby Telephone Numbers, Camp Photo Galleries and Emergency Contacts

2. Preparation and Distribution of Pre-Camp Information ...

preparation of pre-camp [Contract/CampPac – Short Form] materials reviewed and amended yearly by the Executive Director, Managing Director, Administrative Coordinator, and members of the Summer Programs & Camps Team, reviewed by the CFO, approved by the College President and as necessary, by the College General Counsel

all materials, policies, guidelines, and procedures reviewed annually by all members of the Summer Programs & Camps Team, in conjunction with the College President, CFO and as necessary, by the College General Counsel

3. Scheduling & Housing Assignments

Made generally a year in advance – taking into account the needs and wants of the client – yet always mindful of that which is in the best interest of the College – and overall safety & security of the campus and all guests

4. Preparation of Registration Materials

Taking into account the needs and wants of the client – while being mindful about the best, possible ways to disseminate safety and security information to the client, the campers and their parents

5. Preparation of the Welcome & Informational Video Loops

As previously indicated – begun in 2005, the W&I video loops are an attractive and powerful way to reinforce general campus information – and specific camp information to participants

6. Preparation of Individualized KeyPacs – listing the assigned dorm and room, and in some cases also with the participant's name and camp [for campers – lanyards] and/or Building Pass

Keys [for clients and chaperones – carabiners] to be used by the participants, plus continuing reminders to keep all exterior doors, security doors and individual room doors closed and locked

7. at the time of registration, SP&C Team members provide each guest with a ID/Meal Band and/or Camp ID/Meal Card for their use during the course of their respective camp. Additionally, each ID/Meal Band or Card has imprinted upon it, the college switchboard number and a 24 hour emergency/safety telephone number.

8. SP&C Team members interface/coordinate with Building Services, Maintenance, Grounds, Safety and Security, and Dining Service personnel regularly regarding daily camp operations and issues pertaining to risk management

9. SP&C Team members survey internal and external spaces used by our summer guests [during daily and late-night rounds]

10. SP&C Team members take a pro-active stance regarding issues concerning the safety/security of summer guests

11. an established protocol is in place for handling emergency situations as they occur

12. SP&C Team members conduct orientation sessions for summer clients upon request

13. SP&C Team members provide appropriate signage as needed or requested for each camp and all summer guests, campers and clients

14. SP&C Team Members may be contacted 24 hours a day to assist with emergency or operational situations which may arise during the course of a camp via two dedicated mobile lines.

15. In the past, the Executive Director and Administrative Coordinator for Summer Programs & Camps have attended ACCED Workshops [Association of Collegiate Conference and Events Directors] to become more aware of issues relating to camps, institutional liability and risk management and in all things strive to uphold the guidelines established by the ACCED.

VI. Special Considerations

When trying to ensure the safety and security of thousands of summer guests – it has become necessary to have a series of strategies in place to help with special considerations and circumstances. As these special needs are ever-changing in nature – it is necessary for the SP&C Team specifically and the College collectively to be ever vigilant about needs, plans or protocols which might be required to handle these special circumstances.

A. Weather

The threats of weather to the safety and security of our summer guests cannot be over-stated. We have several protocols in place to deal with weather and weather-related emergencies

1. Signage is clearly posted in each housing unit – regarding where the appropriate severe weather shelters are located – this information is also oft-times enhanced during opening session announcements, conversations with clients/camp directors and on the Welcome/Information Video Loops. Safe-Places include ...

Primary Shelters

*Davis-Reid Alumni Gymnasium [basement]
John L. Hill Chapel [basement hallway]
Giddings Hall [basement]*

Secondary Shelters

*Flowers, Pierce, Allen & Collier – 1st Floor Hallways
Phi Tau, Phi Mu, PHA, LCA, KD & KA – 2nd & 3rd Floor Restrooms
Anderson & Knight Halls – Interior Restrooms
MSHU – inner bathroom
AGD House – inner bathrooms in each apartment
East Campus – inner bathrooms in each apartment*

2. Weather Monitoring

In addition to notifications which might be received from NOAA – the SP&C Team watches and tracks storms and weather fronts with extreme vigilance via office computers and hand-held smart-phones. If threatening weather conditions exist ...

A. Clients/Camp Directors are called on mobile lines to ensure they know there is a possibility of threatening weather

B. The SP&C Team is alerted [via internal emergency texting protocol] that conditions are threatening and to be “on alert”

3. Threatening Weather – Imminent

If threatening weather is imminent – some or all of the following happen ...

A. The SP&C Team [with their emergency kits including, ponchos, mag-lites, a whistle, emergency lights, two-radios and in the case of the Operations Manager – who maintains the “primary” emergency kit ... a megaphone, a utility knife, a tarp and flares] are deployed to pre-established “zones” around campus to help with the safety and security of campers and guests

B. A “lock-down” occurs – i.e. wherever campers are at a given time when threatening weather is imminent – they are told to stay [and the SP&C Team and on-duty Safety/Security personnel help in this regard]

C. extreme severe, threatening weather – all campers and guests moved to “primary shelters”

4. Heat Alerts

Starting during the summer of 2007 – our SP&C Team started to be more vigilant regarding the implications of high ambient temperatures and/or high humidity during the camping season. When it is forecast by NOAA or perceived by the Executive Director/Managing Director that unusual heat may be of concern to campers and guests – the following occurs ...

A. the Executive Director or Managing Director emails or calls each Client/Camp Director apprising them of the heat concern

B. special arrangements are made to ensure there is adequate plenty of water/ice for each camper or guest

C. arrangements are made to ensure no camper or guest is exposed to an unusual amount of direct sunshine for an extended period of time

B. Epidemics/Pandemic Concerns

Over the past several years, there has been an almost annual concern regarding an epidemic or possibly pandemic challenge/threat. Starting with the Avian Flu, then SARS, then MRSA and now H1N1 it is obvious that these threats/challenges shall be with us now and in the future. The SP&C Team responds to each of these based upon ...

1. information/alerts from the CDC
2. advise from local medical authorities
3. advise from the Office of Student Life

specific recent actions taken to help thoughtfully deal with challenges of this nature include ...

1. added hand-sanitizers in the Café and other campus locations
2. enhanced communication with each client/camp director regarding these challenges
3. when dealing with foreign-nationals or folks who have recently traveled abroad – necessary checks are made [as deemed necessary, appropriate or possible] via the client/camp director
04. ongoing conversations with Sodexo personnel regarding all implications as they might affect the safety of our food supply
5. ongoing vigilance by the SP&C Team to make appropriate recommendations and decisions regarding challenges of this nature

While certainly not wanting to be alarmists – we also want to be good stewards of our college and community, as well as good hosts for our clients and guests. Our goal is to provide the best, possible camping experience for all – while being mindful of the additional challenges and responsibilities represented by infectious diseases or other similar entities.

C. Security Threats – National or Local

Starting with the events of September 11, 2001 – moving to the Virginia Tech shootings of 2007, we readily concede that we live in a potentially dangerous world. Planning for all eventualities which are the resultant of aberrant human behavior is simply impossible. It does, however, raise and heighten the need for preparedness. The SP&C Team understands that its role in any emergency situation would be solely as potential “first-responders” or “facilitators” until appropriate emergency personnel arrived. We are cognizant of and sensitive to ... “never taking responsibility for any person, situation or event for which we are neither qualified nor authorized.” If a challenge or threat of this nature would occur, some/all of the following would happen ...

1. each client/camp director would be immediately called via mobile telephone [if possible] by the Executive Director or Managing Director to inform them of the threat/situation
2. the SP&C Team [very much like the protocol for weather challenges] would be deployed with their emergency kits to pre-established zones
3. campers/guests would be immediately taken to the safest perceived area – decided in conjunction with Safety/Security personnel

Then depending upon the nature/severity of the threat or challenge – some/all of the following protocols might also be implemented ...

1. Group Assembly of all campers and Guests in either the John L. Hill Chapel or Davis-Reid Alumni Gymnasium [if possible] to inform all of the circumstances at hand would be facilitated
2. Cralle Student Center's Hall of Fame Room would become an emergency center – where computers are available [if possible] and both land-line and mobile telephone connections would be available [as possible] to allow guests to contact their families and loved-ones in order to inquire about their safety and/or to merely find psychological solace amidst tragedy
3. the Asher Science Center's computer lab will be opened [if possible] to allow our guests to gain needed internet access for various reasons [e.g. email communication, up-to-date news, financial account access, etc.]
3. the common areas [i.e. the Grille, the Dining Hall] will be opened with television access [if possible]
4. should our clients need an area in which to brief their own respective staffs or participants, the SP&C Team would make arrangements for such needs
5. pertinent emergency signage shall be posted – including signs placed in dormitory lobbies reminding campers of the emergency services available and the directions to the said facilities and signs will be posted outside and along the grounds, to aid in giving directions to the established emergency facilities
6. early check-out procedures and materials will be readied for parents/guardians wishing to remove their respective campers
7. if airport and/or ground transportation services are interrupted, rooms will be provided for those delayed in returning home
8. other arrangements would be made as deemed appropriate or necessary

Appendices

I. Camps/Conferences

The nature of our summer programs and camp offerings falls into two categories, internal or external. The

designation internal is used to describe programs or camps that are sponsored by college faculty and/or staff. External programs and camps are those for which the college serves as a lessor/licensor in a “tolerant” relationship providing specific services [i.e. housing, food, facilities, etc.].

We are fortunate to have a very stable client base [few if any changes from year to year] and there follows an “example” of our annual camp/conference offerings. A Master Schedule for all camps and conferences [for the current year as well as the coming year] may be found on the SP&C Web.

Internal Offerings	External Offerings
<ul style="list-style-type: none"> - Directions Camp - Lady Tiger Basketball Day Camp - Lady Tiger Basketball Team Camp - PAEMS Academic Camp - Tiger Basketball “Player Development” Camp - Tiger Basketball Team Camp - Tiger Football “Specialty Camps” - Tiger Football Team Camps <i>Cycles I, II, III</i> 	<ul style="list-style-type: none"> - Bluegrass Cycling Club “Horsey Hundred” - Centri-Kid – Lifeway Christian Resources <i>Cycles I, II, III, IV, V, VI, VII & VIII</i> - Florists Educational Program of Kentucky - GEAR-UP - High Potential “Blue Chip” Basketball <i>Specialty Camps – Shooting and Post Regular Camps – Cycles I & II</i> - High-Potential Girls Mini-Camp - Kentucky Association for Academic Competition – Governor’s Cup - Lincoln Foundation – Whitney M. Young Scholars Program - Trilogy Lacrosse Camps <i>Cycles I & II</i>

II. The SP&C Team

Of late, we have moved to a more permanent and professional staffing for the SP&C Team. Example membership for the SP&C Team follows ...

Permanent Members	Annual Members
<ul style="list-style-type: none"> Dr. Peter J. LaRue, Executive Director Mr. Lucas M. O. Gravitt, Managing Director Mrs. Janet G. Lobitz, Administrative Coordinator Mr. J. Zachary Bailes, Operations Manager 	<ul style="list-style-type: none"> Concierge for the CentriKid Camps Team Member(s) Team Associate(s)

III. Dormitories and Housing Units

Although it varies from year to year – there follows a listing of the dormitories and housing units utilized for

our summer campers and guests

South Campus	North Campus	East Campus	Other
Flowers Pierce Allen Collier Phi Kappa Tau Phi Mu President's House Assoc. Lambda Chi Alpha Kappa Delta Kappa Alpha	Anderson Knight	Apartment Buildings #1, #2, #3 & #4 Townhouses #1, #2, #3 & #4	AGD House Military Street House

IV. Facility Usage

Although it varies from year to year – there follows a listing of on and off-campus buildings and facilities utilized for our summer campers and guests

On-Campus	Off-Campus
Anna Ashcraft Ensor Learning Resource Center Cooke Memorial Hall Davis-Reid Alumni Gymnasium John L. Hill Chapel Cralle Student Center Asher Science Center, George H. W. Bush Center for Fitness Nunnelley Music Building Lab Theater Pawling Hall Tiger Den Alpine Challenge Course	Frankfort Outdoor Center Georgetown Baptist Church Horse Park Pavilion Recreation Center Scott County Gymnasia Suffoletta Family Aquatic Center <i>[these are venues contracted/utilized by some clients for specific activities – Georgetown College takes no responsibility for any mishaps or misadventures which might occur at these off-campus facilities – each client and the management of these facilities are solely responsible]</i>

V. Signs and Signage

The signs and signage we utilize during a camping season include, but are not limited, to those examples which follow ...

Dormitories/Housing Units	Campus	Camp Specific
Dorm Name Key Usage Emergency Weather Information Emergency Contact Numbers Keep Doors Locked Do Not Prop Security Doors	Campus Maps Parking Cross Walks Retail Outlet Times Entrance/Exit Information Stay-Off Bleachers	Welcome Camp Registration Times/Sites Meal Times Break-Out/Conference Rooms Sessions in Progress Exhibit/Vendor Areas

Keep Windows Closed Stay on Campus City Curfew Tobacco Policy	No Cleats Do Not Bounce Balls No Campers Here Wet Floor [as needed] Caution [as needed]	Check-Out Procedures Camp Concessions Shuttle Stops Game Room Special Information
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VI. Human Resources

A key component to the safety and security plan for all summer guests are the human resources available. There follows a listing of these resources ...

<p>Institutional Safety/Security Desk [staffed 24 hours a day]</p> <p>Safety/Security Staff on Duty [24 hours a day – hourly campus rounds] <i>Note – through enhanced and increased pre-camp meetings with safety and security personnel, a greater general awareness of the importance of risk management has been fostered</i></p> <p>Managers of each “operational unit” on staff to help facilitate the maintenance, cleaning, repair, and general upkeep of facilities</p> <p>Summer Programs & Camps Team Note – amplification of the role of the SP&C Team regarding Risk Management may be found under Point V of the main document</p>	<p>Municipal <i>[available 24 hours a day to all summer guests]</i></p> <p>Georgetown City Fire Department [provided a schedule of summer guests/camper/camps to be held]</p> <p>Georgetown City Police Department/Scott County Sheriff [provided a schedule of summer guests/camper/camps to be held]</p> <p><i>Note – over the years SP&C has continued to increase its level of communications with city police and fire personnel</i></p> <p>Georgetown – Scott County EMS Ambulance Service</p> <p>Georgetown Community Hospital</p> <p>Urgent Treatment Clinic – Georgetown</p> <p>Campus Security System [Simplex] linked to fire department</p> <p>Local Municipal Warning System [Civil Defense Siren]</p> <p>Major Medical Facilities [in Lexington, 15 minutes away – UK Medical Center, Central Baptist, Samaritan and Saint Joseph Hospitals]</p>	<p>Camp Provided Chaperones – are adults provided/employed by the camp directors to supervise camps and campers as needed – a minimum 12:1 ratio of campers to chaperones is suggested for all camps; 10:1 for “high-school” age campers; 8:1 [or less] ratio is suggested for camps for which the participants are 12 years of age or younger</p> <p>Dormitory Monitors – are adults hired [provided] at the discretion of camp directors to patrol the dormitories/housing units up to 24 hours a day [depending upon the needs of an individual camp]</p> <p>Certified Athletic Trainers [ATC] – camps “athletic in nature” are required to have appropriate ATC coverage and these personnel are contracted at the discretion of camp directors for the appropriate medical needs of their respective camp [in some cases “student trainers” are also utilized in a “supervised format” to help with needs of this nature]</p> <p>Specialty Staff [i.e. workshop leaders, speakers, seminar leaders, certified bus drivers, concessionaires, certified teachers, percussion instructors, etc.] are</p>
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		hired by camp directors to support assorted camp activities and operations as needed
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We consider it a privilege for Georgetown College to serve as host to several thousand guests each summer and we consider it a pleasure to serve the needs of each camper. The benefits of a large-scale summer camp program to a liberal arts institution such as Georgetown are well documented; increased vitality, visibility, recruiting potential and revenues are but few of the advantages.

It is the continuing goal of our Summer Programs and Camps Team to maintain high standards of safety and security for each guest and fully protect the interests of the College.

**Thank You,
Summer Programs & Camps Team
Georgetown College**