

SUMMER CAMP MANAGER DUTIES

Pre-camp:

- Receive registration forms from Camp Committee, review contact information, emergency contact information and any dietary concerns and health concerns.
- Ensure that you have one or two Victoria ACC-VI contacts that also have copies of the participant list and their emergency numbers. These contacts will be available to call if a camp participant has an emergency or if participants are delayed in flying out from camp due to adverse weather conditions
- Confirm cooking partners, and any dinner planning (i.e. – check for any food allergies/sensitivities and relay to other participants); set cooking schedule.
- Communicate with any participants that indicated health concerns/medication use on their registration form or who have contacted you with health concerns to determine the nature of the medical issue and to determine how the concern manifests, is addressed, when medications are taken, and especially where medications are kept in the participants pack in case of emergency when hiking. This should include any sleep and/or mental health concerns. Ensure that this information is obtained and held with full confidentiality.
- Week 1 Camp Manager, in conjunction with the Camp Committee, is to ensure that one or some of the group can drive in the gear trailer/and or transport the communal camping gear, and that all radios (VHF and FRS) and Satellite phone and charger are transported into camp.
- Weeks 2 & 3 Camp Managers should be prepared and available to receive a Sat. phone call from the previous week's camp manager at a pre-determined time (usually Thursday evening) regarding any needs or requests for additional supplies to be flown into the next camp.
- Week 3 Camp Manager, in conjunction with the Camp Committee is to ensure that a vehicle(s) is available to transport all communal gear back to Victoria to Tom Hall's house.
- Make every attempt to hold a pre-camp meeting with participants to review policies, travel arrangements, gear list, etc. Confirm weight/volume allowances, dietary needs, and medical concerns (in confidence apart from the rest of the group).

At the Staging Site:

- Communicate with the helicopter company (and if necessary the previous Camp Manager via the pilot and Sat phone) regarding weather, ETA on helicopter arrival and any other pertinent info (i.e. need for extra fuel, latitude/longitude coordinates, etc.) regarding fly in/fly out arrangements.
- Meet camp participants - introductions & welcome at the helicopter staging area.
- Ensure that all campers sign the ACC Waiver Form prior to boarding the helicopter.
- Provide flagging tape to attach to luggage and give instructions (baggage flying in should have a different colour tape than baggage flying out).
- Assign a load-master to assist with helicopter arrival and departure:

- Set a location for luggage to be piled ready for loading into the net sling and/or helicopter side baskets;
- Collect all personal bear spray canisters (named with masking tape) and put in a single **‘special-use’ bag for the cargo basket.**
- Set another pile for ice axes/poles, propane cylinders, and other combustibles for the cargo basket or net sling.
- Set aside smaller boxes (food) to be loaded into the small storage area at the back of the helicopter.
- Organize a human ladder to unload the helicopter and/or the net sling and direct participants in and out of the helicopter safely.
- Participants should keep their day packs and bring them into the helicopter. **NO bear spray, stove fuel or other flammables are allowed inside the helicopter.**
- Assign 5 people to go into the helicopter (with the help of the pilot - if he wants a certain weight in each flight).
- All participants are to listen to a helicopter safety briefing done by the helicopter pilot.
- Camp Manager should go in on the first helicopter ride and out on the last ride. This gives time for the camp managers to consult with each other and receive any pertinent instructions from the previous week’s Camp Manager.
- Depending on the helicopter company, the Camp Manager may be asked to man the VHF radio to communicate with the helicopter pilot as he flies in and out of camp.

At the Camp Site:

- **On Day One:** set a time, after everyone has set up their personal tents, to have a camp meeting with all participants to outline logistics, plans and to answer any questions (i.e. where everything in camp is located, review different procedures surrounding latrines, water collection, garbage and recycling, bathing, propane/stoves, bear caches/food storage bins, location of first aid kit, radios, logbook, Sat. phone and emergency numbers, sign in/sign out requirement for groups hiking each day, etc.).
- **Week One:** Enlist campers to assist in raising space station tents, unpacking supplies, building shower, digging & set up of latrines, deployment of bear cache/canisters and aluminum food cans and filling water buckets.

At Night, ensure:

- All food is stowed away in bear cache or garbage bins (protection from mice, birds, etc.)
- Do a sweep of the campsite to gather any stray personal items left outside and place them in the drying tent overnight.
- Both space station tents are tidy, tables are washed down, vents are closed, and doors are zipped up for the night
- Propane and stove is turned off.
- Campfire is doused completely (if applicable).
- Clean the latrines’ lids and surrounding box; throw a small handful of lime into each latrine pit; place a spare toilet roll at each latrine (in a ziplock or plastic bag to protect from rain and rodents) prior to going to bed.

In the Morning/Day, ensure:

- The propane and stove are turned on. Boil water in the large kettle for tea and coffee.
- That the log book is being used and encourage participants to write about their outings! Mention this at breakfast time and/or dinner time as required.
- That on sunny days the Sat. phone gets charged using the solar charger.
- The radios are working (if not, change the batteries).
- That campers log their names, destination, number of radios taken (and who has one) and estimated time of return into the hiking sign in/out sheet.
- That radios are returned to the appropriate location after the daily outings.
- Depending on the site and fire conditions, paper products may be burned and buried. Compost may be buried mid-week in a suitable location at a distance away from camp.

Week 2 Camp (if there are 3 consecutive weeks):

- Week 2 participants should assess the latrine situation and dig a new latrine to *last through Week 3* if necessary (Week 2 gets off lightly in terms of camp set-up and take-down).

Week 2 Camp (or Week 3 if there are 3 consecutive weeks):

- Evening prior to fly-out day, start to break down camp by assigning campers to help:
- Pack up gear in the drying tent and take outside and store under a tarp if necessary; take down the second big tent and pack it away.
- Wash all dirty dishes, kitchen utensils and gear and pack as much as possible away in the correct labeled boxes to minimize work the next morning.
- Take down shower.
- Disassemble at least one of the latrines, minus liner (throw compost down the latrine hole and fill it in with soil); clean down toilet lids and pipes (inside and outside) with hot water and bleach. Toilet box can be used as a return container for some supplies.
- If the second latrine is taken down and covered over as well, dig small hole for a latrine for short-term overnight and morning use.
- Ensure all necessary burning is done and fire is put out completely before bed.
- Morning of fly out take down the kitchen tent and pack it away.
- Take down/pack up any remaining items in the kitchen tent; ensure that all remaining dishes and kitchen items are cleaned and put away in the appropriate labeled boxes.
- Bring all luggage and communal gear to helicopter landing area and put in assigned piles ready for loading (as per Staging Area details above).
- Assign a camper (or Camp Manager) to do a sweep of the campsite to look for any stray gear or personal items.
- Camp Manager should take last flight out and if required by the helicopter company, communicate with helicopter pilot via VHF radio.

After all campers are back at their vehicles, ensure:

- That campers claim all of their personal luggage and gear before they leave the staging area
- All ACC-VI gear is separated from any personal gear and is loaded into vehicles for transport back to Victoria.
- That a list is kept of what ACC-VI gear is going with whom and that those transporting it know where to drop it off (i.e. Tom Hall's house).
- That the Sat phone is safe and will be returned to a Summer Camp Committee member.
- That all vehicles wait until everyone has arrived at the staging area. Campers drive in convoy on the logging roads to ensure that all return safely to a major highway so that if anyone has car trouble or a flat tire, there are others nearby to assist as cell phone communication may not be possible.

Post camp:

- Follow up with participants and Tom Hall via email to ensure that all ACCVI communal gear has been returned to Tom's house.
- Week 2 Camp Manager should encourage Week 2 participants to set a time to clean, mend, air-dry, and repack the Space Station tents at Tom's house (Week 2 got off lightly in terms of camp set-up and take-down).
- Ensure that any stray personal gear or items are noted and send out communication to all campers (in all weeks) to see if anyone claims the items.
- Participate in a 'lessons learned' session with the Summer Camp Committee in the fall.