

ACCVI SUMMER CAMP MANAGER DUTIES, 2023

Pre-camp:

1. Receive camper registration information from Camp Committee, review contact information, emergency contact information and any dietary concerns and health concerns.
2. Establish one or two out-of-camp ACCVI contacts who also have copies of the participant list for your week and their emergency contact information. These contacts should be readily available for the camp manager to call if a camp participant has an emergency or if participants are delayed in flying out from camp due to adverse weather conditions.
3. Week 1 Camp Manager, in conjunction with the Camp Committee, is to ensure that a vehicle(s) is available to transport the communal camping gear, and that all radios (VHF and FRS) and satellite phone and charger are transported into camp.
4. Week 4 Camp Manager, in conjunction with the Camp Committee, is to ensure that a vehicle(s) is available to transport the communal gear back to Victoria for clean-up and storage, and that all radios (VHF and FRS) and satellite phone and charger are transported back to Victoria.
5. In the week preceding their camp, Camp Managers for weeks 2, 3 & 4 must be prepared and available to receive a satellite phone call from the preceding week's camp manager at a pre-determined time (usually Thursday evening) to provide a weather and fire report to the in-camp manager and to be informed of any needs for additional supplies to be flown into the next camp.
 - Either the Summer Camp Committee will provide the additional supplies, or the Camp Manager may need to source the requested supplies (for subsequent reimbursement): such as toilet paper, dish detergent, club mountaineering gear, or propane for the stove.
6. Hold a pre-camp meeting with participants, either in person, by video meeting or phone conference call. Discussions should include policies and expectations including:
 - travel arrangements, recommended gear, weight allowances, helicopter-friendly baggage;
 - personal and shared camp activities, duties and responsibilities;
 - food storage, dinner preparation schedule, dietary needs, accommodating food allergies;
 - and, in confidence with participant, any health issues and medications reported by the participant on their registration form. The camper is responsible at all times for managing their health conditions and medications; however, in case of an emergency, pertinent information can be shared with First Responders.
7. Plan to meet and travel in convoy on unpaved roads.
8. Print off sufficient copies of ACCVI waiver forms (the waivers are designed so several people may sign a single waiver) to bring to staging area.

What to bring to the Staging Site:

1. Participants' personal information – especially their emergency contact information
2. Contact information for your out-of-camp ACCVI contact
3. Participants' medical/health and medication information (carefully confidential)
4. Waiver forms (see <https://accvi.ca/trip-leaders/waivers-and-liability/>) and pen(s)
5. ACC Accident/Incident Report Forms (see p.7)
6. Contact phone numbers for helicopter and camp satellite phone
7. Empty “special use” bags to hold the group’s collection of bear spray or other flammables.
8. Packing tape or duct tape, and large permanent markers for binding and labeling the group’s loose items like bear spray, ice axes and hiking poles.
9. For weeks 2, 3 and 4, any additional camp supplies or equipment requested by the Manager in camp.

At the Staging Site:

1. Communicate if needed with the helicopter company (and if necessary the in-camp Camp Manager via the pilot and/or satellite 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.
2. Meet camp participants - introductions & welcome at the helicopter staging area.
3. Ensure that all campers sign the **ACCVI Waiver Form** prior to boarding the helicopter.
4. Provide flagging tape to attach to luggage (baggage flying in should have a different colour tape than baggage flying out).
 - a. All baggage going **out** on Week 1 to have **GREEN** flagging tape.
 - b. Baggage going **in and out** for Week 2 to have **PINK** flagging tape.
 - c. Baggage going **in and out** for Week 3 to have **BLUE** flagging tape.
 - d. Baggage going **in** for Week 4 to have **ORANGE** flagging tape.
5. Before the helicopter arrives, provide direction for loading /unloading the helicopter.
 - a. Assign a load-master to assist with helicopter arrival and departure, and to ensure all helicopter compartments are **empty** after arrival (i.e. nothing left in the aircraft).
 - b. Assign a bucket-brigade to load /unload the helicopter and/or the net sling.
 - c. Set a location for baggage (personal gear in duffel bags and soft packs) to be piled ready for loading into the net sling and/or helicopter side baskets.
 - d. Collect all personal bear spray canisters (label with name) and put in a single ‘special-use’ bag for the cargo basket.
 - e. Strap/tape ice axes together; strap/tape hiking poles together.
 - f. Make a pile of ice axes/poles, propane cylinders, and other combustibles for the cargo basket or net sling. **NO** bear spray, stove fuel or other flammables are allowed inside the helicopter.
 - g. Make a pile of smaller boxes (food) to be loaded into the small storage area at the back of the helicopter.
 - h. Advise participants to keep their day packs (with essential survival gear in case of emergency) with them in the helicopter – or as directed by the pilot.

- i. Assign people to helicopter flights (with the help of the pilot - if s/he wants a certain weight in each flight).
6. Ensure all participants listen to a helicopter safety briefing provided by the helicopter pilot. The briefing will cover moving around the helicopter, how to load the helicopter, and passenger loading and securing.
7. The incoming Camp Manager should be on the first flight in, and the outgoing Camp Manager should be on the last flight out. This gives time for the camp managers to consult with each other and exchange pertinent instructions or information.
8. Vehicles need to be left surrounding the trailer for security reasons.
 - a. For weeks 2, 3 and 4, campers going into camp whose vehicles will be left surrounding the trailer must either go on the 2nd or 3rd flight to camp (so previous vehicles can be moved).
 - b. For weeks 1,2 and 3, drivers of vehicles left surrounding the trailer must be on the first flight out from camp, to enable the next week's vehicles to move into position to surround the trailer.
9. 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:

1. On Day One:
 - Review the in-camp Camp Manager Binder for detailed descriptions of camp operation (i.e. where everything in camp is located, review different procedures for latrines, water collection, garbage, compost and recycling, bathing, propane/stoves, bear caches/food storage bins, location of first aid kit, radios, logbook, satellite phone and emergency numbers, sign in/sign out requirement for groups hiking each day, etc.).
 - Set a time, after everyone has set up their personal tents, to have a camp meeting with all participants to outline camp logistics, plans for the week, and to go over instructional and guidance material in the in-camp Camp Manager Binder.
 - Reinforce with campers that Summer Camp is a self-guided adventure and that the Camp Manager is not responsible to lead other campers on hikes or organize daily mountaineering activities.
2. Week One: Enlist campers to assist in raising communal kitchen tent and drying/social tent, unpacking supplies, building shower, digging & set up of latrines and grey water pit, deployment of bear cache/canisters and aluminum food cans and filling water buckets.
3. Weeks Two, Three and Four: Be prepared to dig extra latrines, waste water holes or compost holes.

At Night, ensure:

1. All food is stowed away in bear cache or food storage bins (protection from mice, birds, etc.)
2. Any stray personal items left outside are placed in the drying tent overnight.
3. The kitchen and drying/social tents are tidy, tables are washed down, vents are closed, and doors are zipped up for the night

4. Propane and stove is turned off.
5. Campfire is doused completely (if applicable).
6. At bedtime, the latrines' seats/lids and surrounding box are cleaned; a small handful of lime is thrown into each latrine pit; and a spare toilet roll is placed at each latrine (in a ziplock or plastic bag to protect from rain and rodents).

During the Day:

1. Ensure the propane stove is turned on in the morning, and water is set to boil in the large kettle for tea and coffee. (Often these responsibilities are assigned broadly to the first person to open the kitchen tent.)
2. Ensure people are writing about their outings in the Log Book. Mention this at breakfast time and/or dinner time as required.
3. Ensure the satellite phone gets charged on sunny days using the solar charger.
4. Ensure the radios are working.
 - Change batteries as required.
 - Check that all radios are on the same channel each morning.
 - Encourage users to avoid accidentally switching on in pack – flat battery will result. Or take 3x AAA spare batteries.
5. Ensure regular / 2-h radio check-ins while campers are away from camp.
 - Encourage 10 AM, noon, 2 PM and 4 PM & 6 PM (if necessary) call-ins to stay in contact.
6. Ensure the radios are returned to the appropriate location after the daily outings.
7. Ensure campers log their names, destination, and estimated time of return into the hiking sign in/out sheet, including the number of radios taken (and who has one).
8. Ensure all campers are contributing to shared responsibilities discussed on Day 1 and that they are undertaken correctly.

Disposal of paper, compost, recyclables (plastics and metal) and garbage:

The Camp Manager is to ensure the following waste management practices are followed as part of shared camp duties and responsibilities.

1. The ACCVI Summer Camp is a low-impact camp. Transporting garbage, paper products and recyclable items out of camp contributes to minimizing our impact on the fragile alpine ecosystem.
2. Paper products:
 - a. Fire can be devastating in the alpine environment and fire scars will remain for decades. It is highly recommended that paper and cardboard be carried out of camp for recycling.
 - b. If the decision is to NOT allow fire, then all paper and cardboard is to be transported from camp at the end of each week.
 - c. If the decision is to allow a fire, it can only be undertaken if wildfire risks are low site conditions are suitable and wind is minimal.

- d. Fires must be small and managed to leave a small footprint. Constraining fire size means the materials burned must be in small pieces and the time to burn accumulated materials will be longer.
 - e. Water and vessels to carry water must be readily available to control and/or douse the fire.
 - f. A camper should be assigned to keep watch on the fire at all times and ensure the fire is put out completely.
3. Compost:
- a. Compost may be buried in a deep pit at a significant distance from camp. The smell of compost is a significant attractant to bears and scavengers, and can create a desire for human food - so it is necessary to ensure the smelly material is sufficiently covered and, in case it is discovered, it is far away from camp and campers.
 - b. Compost may be disposed of in the latrine pit and covered in soil when a latrine is disassembled.
4. Recyclables:
- a. All recyclables are to be transported from camp at the end of each week.
 - b. Campers should strive to recycle everything possible and minimize the items thrown into the garbage
 - c. Boxes for recyclable materials are located in the kitchen tent – metals, hard plastics, soft plastics, paper.
 - d. Items placed in the recycling boxes must be clean – plastic, metal, foil etc. must be washed, rinsed and dried
 - e. It is important to place recyclables in the correct box, to not mix recyclables - no one wants to sort through the recycling later.
5. Garbage:
- a. All garbage is to be transported from camp at the end of each week.
 - b. Because of recycling and composting options, there should be minimal garbage.

Fire:

- Fire is a high risk in the alpine environment in the dry summer months. A fire can be ignited in the alpine soils and smolder unnoticed and unchecked for a long time, creating irreparable environmental damage.
- Encourage safety – a tent can burn in seconds.
- A fire extinguisher is kept in the kitchen tent.
- Propane tanks should be stored away from the kitchen tent.
- WEEK 1: the kitchen should be set up such that the propane stove is not next to an exit door, potentially blocking or limiting egress from the tent
- The propane valve on the stove must be closed last thing at night, every night.
- See above re: disposal of paper products.

***** **REPORT WILDFIRES: 1-800-663-5555**

Bears:

- Campers are to bring their own bear spray, if they wish to carry it in or away from camp.

- There may be bear spray in camp plus a deterrent air horn.
- These bear deterrents are for use only in camp and are to stay in camp; they must be readily available in the kitchen at all times, or they are useless in an emergency close encounter.
- Before firing bear spray, an attempt should be made to deter the bear with a blast of the air horn.
- Using bear spray:
 - Usually a spray canister has a maximum range of about 20m (60 ft), and has quite a kick when fired. Campers must read the instructions on their own bear sprays to determine the effective range of the bear spray.
 - To use the spray, hold the canister firmly, remove the safety clip on the trigger, hold the canister firmly with two hands, aim the trigger AWAY from yourself or other people, and squeeze the trigger. Don't waste the spray – there's only 8 seconds in a typical canister.
 - Avoid firing the spray if you are downwind of the bear – the spray will blow back on you, and the bear will not be impacted.
 - Bears have a good sense of smell, so a short blast when the bear reaches 40-50m (if it's downwind) may be enough to make it back off, before it gets too close.

Sanitation:

** Refer also to the ACCVI Summer Camp Communicable Diseases Management Plan 2023

The Camp Manager is to ensure the following sanitation practices are followed as part of shared camp duties and responsibilities.

Drinking water:

- Make sure camp buckets are clean, filled with water daily, lids are on and water source is uncontaminated.
- No bathing/washing in the camp water source.

Grey water:

- WEEK 1 will dig a hole for the grey water bucket (the one with holes in the base).
- The grey water hole should be located close to the kitchen tent for disposing of excess kitchen liquids and things like toothpaste rinsing.
- The grey water hole can be a bear magnet, so it should be as far as possible from personal tents, and away from the camp drinking water source.
- The grey water site may need to be relocated during subsequent weeks if drainage is insufficient.

Hand sanitizing:

- Keep hand sanitizer bottles in each latrine and in the kitchen.
- Wash hands often, use hand sanitizers after using the latrines and before eating and preparing food.

Use of latrines:

- Encourage men to pee outside latrines (downstream of course) to minimize liquids in pits, as this causes odours.

- After using the latrine, each user should throw in a handful of peat moss after each use.
- At the end of the day the camp manager should sprinkle a cup of dolomite lime into each pit to neutralize acids and wipe seats clean (with gloves provided).

Safety and Incident Reporting:

Camp Managers are referred to the ACCVI web page on this topic: <https://accvi.ca/trip-leaders/incident-reporting/>

In the event of an accident on any ACC-sponsored activity, it is mandatory that the ACC National Office be notified. Along with a Medical Accident Report form (akin to a form for First Aid attendants) this page offers ACC's Accident/Incident Reporting Guidelines, and a form for reporting an accident or incident to ACC. Camp Managers are encouraged to understand the reporting duties and bring along copies of forms as appropriate.

Week 2 or Week 3 Camp:

- Week 2 and Week 3 participants should assess the latrine situation and dig a new latrine(s) to *last through Week 4* if necessary.

Week 4 Camp – camp breakdown:

Evening prior to fly-out day:

1. Assign campers to various breakdown tasks.
2. Pack up gear in the drying/social tent and take outside and store under a tarp if necessary
3. Take down and pack up the drying/social tent.
4. Wash all dirty dishes, kitchen utensils and gear. With consideration of breakfast preparation, pack as much as possible in the correct labeled boxes to minimize work the next morning.
5. Take down and pack up shower.
6. Disassemble at least one of the latrines.
 1. Leave compostable plastic liner in the latrine hole.
 2. Throw compost down the latrine hole and fill it in with soil
 3. Clean toilet lids and pipes (inside and outside) with hot water and bleach.
 4. Toilet box can be used as a container for some latrine materials.
 5. 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.
7. If conditions allow and wildfire risks are low, paper and cardboard may be burned rather than transported out of camp. A camper should be assigned to keep watch on the fire at all times and ensure the fire is put out completely. See Waste Disposal section, above.

Morning of fly-out:

8. Take down and pack up the kitchen tent.

1. 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.
9. Bring all luggage and communal gear to helicopter landing area and put in assigned piles ready for loading (as per Staging Area details above).
10. Assign a camper (or Camp Manager) to do a sweep of the campsite to look for any stray gear or personal items.
11. 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:

1. Campers claim all of their personal luggage and gear before they leave the staging area.
2. All ACCVI gear is separated from any personal gear and is loaded into vehicles for transport back to Victoria.
3. A list is kept of what ACCVI gear is going with whom and that those transporting it know where to drop it off.
4. The satellite phone and charger will be returned to a Summer Camp Committee member.
5. All vehicles wait until everyone has arrived from camp 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.
6. **Only ONE propane tank** is carried per vehicle (only one per vehicle allowed on BC Ferries)

Post camp:

1. Follow up with participants and Summer Camp Committee to ensure that all ACCVI communal gear has been returned to the proper location.
2. Weeks 2 and 3 Camp Managers should encourage Week 2 and 3 to make themselves available to clean, mend, air-dry, and repack the communal tents at a given location (Week 2 and 3 got off lightly in terms of camp set-up and take-down).
3. 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.
4. Make a copy of ACC waivers and send originals to club librarian. Waivers are kept on file for many years, in case of incident, and are used to tally annual club leadership points at year-end.
5. Participate in a 'lessons learned' session with the Summer Camp Committee in the fall.