



329 Wesley Woods Rd

Townsend TN, 37882

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www.campwesleywoods.com

Background Information

Located in the foothills of the Smoky Mountains, Camp Wesley Woods is a United Methodist Church Camp established in 1959. In the mid 70's, Camp Wesley Woods began its outdoor education program with a few school groups attending a few weeks throughout the year. In 2003 we served over 5,000 students and adults from 4 states in our outdoor education program. Students from kindergarten through 12th grade participate in the camp program, some for a day and some in our overnight program. Since 1993, the American Camping Association has accredited the camp. The ACA sets the standards for camps across the nation for all camp programs. The camp is operated by the Holston Conference of the United Methodist Church. The camp is located on approximately 700 acres in the foothills of the Great Smoky Mountains National Park. The camp sleeps over 200 people; all sleeping accommodations are in bunk beds. Each camp program is tailored to the individual group and the teachers that attend.

EXPLANATION OF RISK MANAGEMENT PLAN

As a camp accredited by the ACA, Camp Wesley Woods has had program standards and an emergency action plan in place. We operate under the same set of standards in each program at Camp. Our goal is to offer a safe environment where students and teachers can learn to their full potential in a way that is not possible in a typical classroom. We understand that there is risk associated with all programs and adventures and seek to minimize the risk through training and education.

Location of Camp

Camp Wesley Woods is located in Townsend, Tennessee approximately 10 miles from Maryville. The main body of the camp (base camp) including all sleeping quarters is 1 mile from the main entrance to the camp property on Old Walland Hwy. The only traffic in and through camp is camp staff, groups at camp, visitors to camp and service vehicles.

Supervision of Students

All students are supervised throughout their stay at camp. Camp staff teach all classes and a chaperone from the school is present during each class. Students are supervised at night by chaperones and teachers.

INCIDENT\EMERGENCY PLAN

1. In the event of any emergency, conduct a primary survey; administer first aid immediately to anyone who is ill or injured. Everyone else should stay out of the way, and try to carry on the activity as much as possible.
2. Communicate to base camp the following information:
 - a) the name of anyone ill or injured
 - b) identity of group involved
 - c) time and location of emergency
 - d) what aid is needed
 - e) what actions have been taken
 - f) other pertinent information.
3. Radio or phone communication will be used where available. When such communication is unavailable, one staff member should stay with the group while the other chaperone either takes the ill or injured to base camp, or goes to base camp to get help.
4. The information should be written down and related to the director or if unavailable, the next person in the chain of command.
5. The camp staff member will pull the health history/permission-to-treat form for anyone ill or injured, and will co-ordinate with the school's head teacher to have the school's designated emergency vehicle driver transport the victim if necessary to the hospital. If outside help is needed, the director will contact the proper authorities.
6. If there is an emergency off-site, contact the proper authorities. All groups leaving base camp should have the phone number of local (to their destination) law enforcement and emergency agencies.
7. Notify the camp director giving the same information as an on site emergency, with the addition of a phone number where you can be reached.
8. The director or lead chaperone is responsible for contacting the parent(s) or guardian. In case of a serious accident or illness, or if a death has occurred, the director will notify the HCCRM Executive Director, school principle, chairperson of their camp board. The HCCRM Executive Director will notify the District Superintendent of the district in which the camp is located, the Bishop, the Conference Chancellor, and the Conference Director of Communications. The principle will follow their appropriate emergency action plan.
9. ONLY the director is authorized to speak to the media. All official statements will be made through HCCRM. Media will not be allowed on camp property without permission from the director and HCCRM. If camp staff members are approached, they are to direct media to the director.
10. Immediate concern must be given to:
 - a) Caring for the emotional needs of the family

- b) Caring for the emotional needs of the camp community
- 11. Notifying others who need to know:
 - a) -Other HCCRM camp directors
 - b) -Holston Conference legal counsel and insurance providers
 - c) -Camp Board Chairperson
 - d) -ACA
- 12. A plan for dealing with the media
- 13. Information needs of parents of other students
- 14. Information needs of future students and families
- 15. Keep accurate detailed documentation.

SPECIFIC EMERGENCY PROCEDURES

Rain Storms/Lightning Procedures

1. Seek shelter.
2. Stay together. Don't allow group to scatter.
3. Observe procedures related to specific program activities.

Severe Storm/Tornado Safety Procedures

1. In case of a tornado/severe storm watch or warning, staff will be notified if time permits. The bell will ring a lot (100 times).
2. If time permits, everyone should gather at the severe storm safety locations.
3. If time does not permit getting safely to a gathering place, get under or into the nearest building. Lie flat under the sturdiest available structure. Stay clear of windows. Cover your head and neck with your hands and arms.
4. Canoeists should immediately beach their crafts and head for safety.
5. Groups camping on the mountain should return to base camp if time permits. If not, find a ditch or a sturdy structure (i.e. platforms), to crawl under. Do not choose ditches that become creeks in heavy rain.
6. After the tornado/storm is over, assemble at the pavilion to receive further instructions and make sure everyone is accounted for.

*Severe Storm Safety Locations

Camp Wesley Woods - Nickle Lodge, North Side and South Side Bathhouse

Fire Safety Procedures – Cabins/Buildings

1. During cabin orientation, show students the location of the cabin fire extinguisher. Emphasize that it is to be used only by an adult and only in the event of a fire.
2. Test the smoke detector with students so that they will recognize the sound as the signal for a cabin fire. Identify a location outside the cabin where students will gather in the event of fire.
3. Show students the main and emergency exits. In cabins with only one door, the windows serve an emergency exits.
4. If the fire is minor, fire extinguishers are to be used only by staff members or adult chaperones and only AFTER ALL OCCUPANTS ARE SAFELY EVACUATED.
5. Once staff or chaperones have helped occupants get to safety and determined that all students are present, the process of general notification and evacuation will commence.
6. If adjacent cabins are in immediate danger of a spreading fire, notify specific cabins to begin evacuation.
7. Staff or chaperones will then evacuate their students to the pre-determined* location where staff will count to make sure everyone is present.

8. A staff member will immediately notify the director or person next in the chain of command who will notify the fire department.
9. When a general evacuation of buildings is required, the designated emergency signal will be sounded (Ring the bell at camp) until all have responded by gathering at the designated gathering place. *
10. EXCEPTION - If the fire is at a cabin on the main avenue of evacuation, the staff member or chaperone will take students to a safe location away from the fire. Contact with groups in such circumstances will be initiated by the camp director.
11. Small groups should stay together with their staff member. Staff members are to make sure everyone is present.
12. Groups will remain there until released by the director.

*Designated Gathering Locations
Camp Wesley Woods - Pavilion

Fire Safety Procedures - Forest

1. Immediately notify director who will notify the proper agencies.
2. Sound the designated emergency signal (Ring the bell at camp)
3. Everyone is to meet at the designated gathering location. Small groups should stay together with their staff member or chaperone. Staff is to make sure everyone is present.
4. Each campsite has more than one way out. If your path of escape takes you off camp property, go to the nearest home and telephone the camp to notify them of your location.
5. If the fire is such to threaten the camp, the occupants will be evacuated in camp vans and other vehicles. Everyone will be taken to a designated church. * Put the location of the evacuation site on the camp answering machine. Include the church phone number.
6. Families will be notified according to procedures used in case of serious injury or illness.
7. If possible, all health forms should be taken from camp during evacuation. TAKE NO CHANCES - LIVES ARE OUR CONCERN!

*Designated churches:
Camp Wesley Woods - Walland UMC 984-9938

Power Outage

1. Report to appropriate person
2. Try to continue activities as normal. If the weather is not severe, do outside activities. If severe weather necessitates being inside, use flashlights for artificial light if needed.
3. Take advantage of the darkness to play a game or teach a lesson.
4. Be aware of fears of the dark or storms – keep students active!

Safety Procedures dealing with Natural & Human Made Hazards

Hazard:	Poisonous Snakes
Warning sign:	Sighted
Safety Precautions:	Students and Staff are NOT to approach or handle any snake in the wild, and must report sighting to supervisory personnel.
Emergency Action:	Trained staff will remove snake from populated area. Anyone bitten will be transported to the hospital.

Hazard:	Ticks
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Warning Sign: Sighted:	Attached to person.
Safety Precautions:	Student and staff cautioned during orientation and training. Daily showers are encouraged. A “tick” check will be conducted at bed time.
Hazard:	Wasps, Hornets, Yellow jackets (creatures that sting)
Warning Sign:	Sighted; Nests sighted.
Safety Precautions:	Educate staff and students about keeping distance. Maintenance staff will remove if in activity area.
Emergency Action:	First Aid given according to Standing Orders.
Hazard:	Black Bear
Warning Sign:	Sighted
Safety Precautions:	Educate staff and students about keeping distance. Students and Staff are NOT to approach a bear, and must report any sighting to supervisory personnel.
Emergency Action:	First Aid given according to Standing Orders.

Procedures for Dealing with Possible Intruders

If an unauthorized visitor is observed on site:

1. Students or teachers should report it to the staff.
2. Staff should politely ask if visitor has business on site and/or needs assistance.
3. If not, tell visitor that this is private property and politely ask visitor to leave.
4. If there are any problems, get the director immediately.
5. Report the encounter with the visitor to the director as soon as feasible without interfering with the activities of the students.

Persons Lost, Missing, or Runaway Search and Rescue

1. Staff and the chaperone will conduct a silent head count at the beginning of each activity and at bedtime.
2. Trip plans will be filed on all activities out of the base camp.
3. If someone is missing, the staff in charge of that person will immediately report the situation to the director.
4. The camp director will consult the appropriate staff and determine the last known location of the individual(s).
5. The person reporting the incident will report back to the group and continue the regularly planned activity.
6. Depending on the situation, the director will then make the determination as to the appropriate action. This may include the following:
 - a. Activate camp search and rescue committee, consisting of the director, associate director(s), resource staff, chaperone or teacher, and other staff members depending on availability.
 - b. Interview those who might know the person's whereabouts. Care should be taken in the immediate area of the last known location or favorite areas, so not to obliterate signs that could be followed by a professional tracker. People should be positioned on trails at exits from area where student was last seen to watch and call, as well as the main camp exit.
 - c. If person(s) are not located within one-hour, the search and rescue committee will return to the office and reassess the situation.

- d. When it is determined that the missing individual(s) are not in the immediate area, the search will continue in the surrounding areas. At this time, the police will be called to assist in the search. The director will notify the proper authorities.
 - e. The parent(s) and/or guardian(s) will be contacted if the individual(s) are not located within 3 hours.
7. Routine camp activities will be conducted as planned and undue concern or excitement should be kept to a minimum, as much as possible.
 8. Any staff member receiving updated information concerning the missing individual(s) should relay this information DIRECTLY to the director.
 9. Once the individual(s) have been located, s/he should report to the director.

FIRST AID TRAINING REQUIREMENTS

When students are present at least one adult must be on duty meeting the following first aid qualifications through certification by a nationally recognized provider:

- a. First Aid and CPR if access to EMS is within 20 minutes or less.
- b. Second Level First Aid and CPR if access to EMS is within 20-60 minutes.
- c. Wilderness First Aid and CPR if access to EMS is more than 1 hour.

All staff members will carry a first aid kit.

GENERAL SAFETY REGULATIONS AND RULES REGARDING WATERCRAFT ACTIVITIES

General Safety Rules Specific to Watercraft Activities on Lagoon and Little River

1. All watercraft activities will be staffed with a lifeguard.
2. Wear shoes and properly fitting PFD during the entire activity.
3. Do not stand in boats while on shore or in the water.
4. Do not drag boats on the ground when entering or exiting the water.
5. Paddles are not to be used as weapons.
6. Do not ram boats during the activity unless it is a part of authorized instruction or play.

EXPLANATION OF CLASSES AND ACTIVITIES

Camp Wesley Woods offers a variety of classes designed to fit a classroom teacher's needs. Our classes are intended to offer students opportunities for experiential learning. We stress hands-on learning and use the surrounding environment whenever possible. Most of our classes are structured in 1 1/2-hour increments, which allows four classes in a day. We also offer 3-hour classes for activities that need more time. Each class is marked with a code describing if the class is to be held indoors or outdoors.

WD - means that the class is weather dependent and can be held indoors in inclement weather

O - means the class is to be held mostly outdoors

I - means that the class is to be held mostly indoors

All About Animals:

Camp Wesley Woods has an abundance of animal life from creek side to mountainside. In this class, students will have the opportunity to learn more about the habits and habitats found in this region. Through this activity they will discover the important relationship between humans and other animals. **I**

Hazards Present: None

Who will be affected by Hazards? N/A

How will risk be eliminated? N/A

Alternative Energy:

With fossil fuel supplies depleting, and greenhouse gasses at an all time high, people are finding the need to look for modern, clean burning forms of alternative energy. Through provocative discussion and a series of hands on experiments the students will be introduced to the hydrogen fuel cell, solar power, wind power, hydro power, bio-energy, nuclear, coal, oil, and the pros and cons of each. **I**

Hazards Present: None

Who will be affected by Hazards? N/A

How will risk be eliminated? N/A

Birds:

Have you ever wondered how a feather works or what is in an owl pellet? In this class students use a hands-on approach to answer these and other questions about birds. They may even get to meet some of our feathered friends. **I**

Hazards Present: None

Who will be affected by Hazards? N/A

How will risk be eliminated? N/A

Boating Safety:

Our boating safety program stresses basic skills in small craft operation. Students learn paddling strokes, nomenclature, “rules of the road”, and helmsmanship of a canoe and minnow. **O**

Hazards Present: Lagoon (water front area)

Who will be affected by Hazards? Students and teachers

How will risk be eliminated? Follow standard operating procedures listed:

EQUIPMENT:

Adequate watercraft and paddles for group

1 PFD of proper size and in good repair/participant

First aid kit with sunscreen

Rescue Tube

SAFETY/BOATING ORIENTATION:

(Anyone not following the rules will lose paddling privileges).

1. A currently certified lifeguard must be present at all times during this activity.
2. Wear your PFD (properly fastened and adjusted) while on the water at all times. Shoes must be worn at all times too.
3. Introduce paddles and watercraft. Demonstrate forward, backward, and sweep strokes. The paddle is a tool, not a weapon, and must be cared for. They are tough, but can be broken, so treat them gently. Demonstrate how to hold paddles safely.
4. Discuss proper care of watercraft.
5. Discuss and demonstrate how to get in and out of watercraft and launch craft into water.
6. Discuss what to do if their watercraft or one near them flips over. “If you flip over, don’t panic, your PFD will make you float. Gather your equipment - paddle and boat and swim toward the dock where you will be helped with emptying out the boat so you can get back in. If you are near a boat that flips be careful of flipped boat and floating people.”
7. Do not stand up in boats. If you wish to change places, come back to the loading bank. Change positions only when beached or docked with someone outside of the boat holding it still.
8. All seatbelts must be removed from all persons in watercraft or near the water who are in a wheelchair.
9. No horseplay is allowed in watercraft. No ramming, or bumping unless it is part of a specialty activity.
10. You must always be in sight of the instructor.
11. In case of thunder, all aquatic activities will be postponed and will not resume until 20 minutes after the last thunder has been heard.
12. Watercraft may not be used after dark
13. Watercraft may not be used by camp personnel except during designated boating periods or training events.
14. Warn group of hazards in the area.

EMERGENCY PROTOCOL:

1. Instructor is to be prepared at all times to perform a rescue, as taught in waterfront training
2. For minor injuries use first aid according to training.

3. For serious accidents and near drowning, EMS is activated. They will need to know the kind of emergency, the location, and what first aid has been given. Staff member will call 911 at nearest phone.
4. Accident/incident report forms should be completed for all accidents and injuries.

River Canoeing:

Like our boating safety program, river canoeing stresses basic skills in small craft operation. Students learn paddling strokes, nomenclature, “rules of the road”, and helmsmanship of a canoe and minnow. **O**

Hazards Present: Lagoon (water front area), potential interaction with the general public.

Who will be affected by Hazards? Students and teachers

How will risk be eliminated? Follow standard operating procedures listed:

EQUIPMENT:

Adequate watercraft and paddles for group

1 PFD of proper size and in good repair/participant

First aid kit with sunscreen

Rescue Tube

SAFETY/BOATING ORIENTATION:

(Anyone not following the rules will lose paddling privileges).

1. A currently certified lifeguard must be present at all times during this activity.
2. Wear your PFD (properly fastened and adjusted) while on the water at all times. Shoes must be worn at all times too.
3. Introduce paddles and watercraft. Demonstrate forward, backward, and sweep strokes. The paddle is a tool, not a weapon, and must be cared for. They are tough, but can be broken, so treat them gently. Demonstrate how to hold paddles safely.
4. Discuss proper care of watercraft.
5. Discuss and demonstrate how to get in and out of watercraft and launch craft into water.
6. Discuss what to do if their watercraft or one near them flips over. “If you flip over, don't panic, your PFD will make you float. Gather your equipment - paddle and boat and swim toward the dock where you will be helped with emptying out the boat so you can get back in. If you are near a boat that flips be careful of flipped boat and floating people.”
7. Do not stand up in boats. If you wish to change places, come back to the loading bank. Change positions only when beached or docked with someone outside of the boat holding it still.
8. All seatbelts must be removed from all persons in watercraft or near the water who are in a wheelchair.
9. No horseplay is allowed in watercraft. No ramming, or bumping unless it is part of a specialty activity.
10. You must always be in sight of the instructor.
11. In case of thunder, all aquatic activities will be postponed and will not resume until 20 minutes after the last thunder has been heard.
12. Watercraft may not be used after dark
13. Watercraft may not be used by camp personnel except during designated boating periods or training events.
14. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.
15. A cellular phone is recommended for communication with base camp in case of emergency.
16. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
17. Warn group of hazards in the area.

EMERGENCY PROTOCOL:

1. Instructor is to be prepared at all times to perform a rescue, as taught in waterfront training
2. For minor injuries use first aid according to training.
3. For serious accidents and near drowning, EMS is activated. They will need to know the kind of emergency, the location, and what first aid has been given. Staff member will call 911 at nearest phone.
4. Accident/incident report forms should be completed for all accidents and injuries.

Cherokee History and Culture:

Students will learn about the Cherokee Nation past and present including the Trail of Tears. This class will touch on games, language, crafts and survival. **I, O**

Hazards Present: None

Who will be affected by Hazards? N/A

How will risk be eliminated? N/A

Compass Quest:

Begin with the basics and become proficient with this important outdoor tool. Learn to design your own orienteering course. May be combined with advanced orienteering for 3 hours. **O**

Hazards Present: None

Who will be affected by Hazards? N/A

How will risk be eliminated? N/A

Council of All Beings:

Through a series of activities (including role-playing and mask making) individuals will sit at a council of all beings to represent different entities in nature. May be adapted to any age group. **O**

Hazards Present: None

Who will be affected by Hazards? N/A

How will risk be eliminated? N/A

Crafts:

Our crafts program ties together the natural world and our cultural heritage **I, O**

Candle Making: Hand dipping candles as the pioneers did. Background on home lighting before electricity.

Cornhusk Projects: Make and decorate cornhusk dolls.

God's Eyes: Use yarn and sticks to make a Native American symbol.

Weaving: Learn the basics of weaving. Depending on the age level, make a weaving on a paper loom, cardboard loom, or finger weaving.

Tie-Dye: Using basic methods, children may design and dye T-shirts

Hazards Present: Heating Element

Who will be affected by Hazards? Students/ Teachers

How will risk be eliminated? HEATING ELEMENT - All students should be advised as to the potential dangers of heating elements. Heating elements should be operated and adjusted by the staff member only. The heating elements should be placed on a sturdy, raised surface and away from the edges/corners. The extension cord and/or flex should not obstruct walkways but should be out of the way of students/ staff. When heated to desired temperature, items should be promptly removed from the heating elements. The elements should then be turned off, unplugged and moved to a safe place away from students.

Discovery Hike:

What is a Woolly Adelgid? What is a draw? What does our state tree look like? Students will hike The Big Beech Way trail armed with discovery cards with which they must locate natural features along the way. **O**

Hazards Present: None

Who will be affected by hazards? No one

How will risk be eliminated? N/A

Falls Trail:

This popular trail is an ideal short, easy hike with a lovely destination. Trail route is alongside Capshaw Branch to the base of a 90-ft. falls. Forest ecology and face painting with rocks is taught along the hike. Round trip: 1 1/2 miles approximately 1-1/2 hours. **O**

Hazards Present: hiking on Rocks, proximity to base camp (incase of sudden illness)

Who will be affected by Hazards? Students and teachers

How will risk be eliminated?

1. Instruct campers in emergency plans and what to do if you get lost.
2. Discuss general safety regarding snakes, bees, ticks, sting weed, and poison ivy and sudden illness.
3. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
4. Makes sure all students hike in a controlled manner (no running)
5. Take a walkie- talkie on hike for communication with base camp in case of emergency.

Geology- The Story of the Earth:

What mighty forces shape our earth? What makes volcanoes and earthquakes? Our activities stress the “big picture” of rock formation, plate tectonics, mountain building, weathering and erosion. Students learn to identify several rocks and minerals through a number of fun hands-on activities. **I**

Hazards Present: No hazards present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

New Games:

Cooperation games for enjoyment together. Many have environmental themes. Equipment such as parachute and blindfold is provided. (Not suggested when Challenge Course is on your schedule.) **WD**

Hazards Present: Students falling while playing games

Who will be affected by Hazards? Students

How will risk be eliminated?

ACTIVITY PLAN:

Counselors will:

1. Assemble group in area that game will be played.
2. Give clear and concise explanations. Give all the rules. Split teams evenly.
3. Make sure campers play safely and fairly. Do not show favoritism
4. Do not tolerate un-sportsmanlike conduct.
5. Take water breaks

SAFETY CONCERNS/PROCEDURES:

1. Heat related illnesses
2. Safety rules
3. If participants get out of control, stop game.

One Step at a Time: Environmental Project:

Students will be taught that little things make a big difference and will have the opportunity to participate in service projects to help the environment. Possibilities include erosion control/trail repair, cleaning up a section of the river, monitoring water quality, recycling, writing letters, and more. Let us choose a project that is appropriate for your group and that is needed while you are here. **O**

Hazards Present: No hazards present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

Orienteering:

We feel the ability to read a topographical map is a vital and basic outdoor skill. Therefore, map reading is stressed and students are introduced to the compass. After a brief introduction we send the students out on an exciting orienteering route. The sport is fun, great exercise, and gives the students a practical application for their geography skills. **I, O**

Hazards Present: students falling, getting separated from group

Who will be affected by Hazards? Students

How will risk be eliminated?

SAFETY ORIENTATIONS:

1. Define boundaries of course and explain that no markers are located past those boundaries, nor should any participant cross the boundaries
2. No running
3. Stay together as a group one adult will be with each group. This is a group activity. Don't leave anyone behind!
4. Stay away from water and out of buildings
5. Stay on trails when possible.
6. Warn students about possible site specific dangers
7. Explain time limit, location to which participants should return and signal indicating that it is time to return

Introduction to Horses:

Head down to the little red barn and experience the joy of horses! Students will learn about the history and versatility of horses as well as how to care for them safely. Students will have the opportunity to brush and pet the horses. No riding will take place during this class. Closed-toed shoes are required. **O**

Hazards Present: Horses

Who will be affected by Hazards? Students/ teachers

How will risk be eliminated? Follow Horse safety standards

HORSE SAFETY STANDARDS

1. Always wear appropriate clothing: long pants, protective footwear
2. No yelling, roughhousing, or loud noises (horses get frightened easily). Avoid sudden movements.
3. Approach a horse from the side, never from behind. Move slowly and speak the horse's name gently.
4. Do Not Hand-Feed Horses!!!!
5. Never wrap the lead rope around your hand.
6. Always obey instantly the commands of the riding instructor and counselors.

Introduction to Archery:

Learn the history of the bow and arrow, and enjoy the sport of archery. Our young archers will participate in learning modern shooting techniques, safety, the different types of equipment available, and the fundamentals of archery. Every student gets to shoot. (Conventional NAA paper targets used). **O**

Hazards Present: arrows

Who will be affected by Hazards? Students and teachers

How will risk be eliminated? Follow standing operating procedures

Go over safety rules and range rules that include:

1. Point the arrows only at the target or toward the ground.
2. Always walk in the archery range.
3. Explain the differences in the whistle calls, waiting line, firing line and scoring line.
4. Go over range whistle commands - Campers are to fire and retrieve arrows only when these signals are given.
 - Two blasts - Archers to the shooting line, load one arrow and wait.
 - One blast - Begin shooting
 - Three blasts - Walk forward and get your arrows
 - Five or more blasts (series of blasts) STOP SHOOTING immediately and put your arrows in your quiver.
 - Instructor will show how to use bow, how to fire it safely. She/he will teach signals...Campers are to fire only when these signals are given, and retrieve arrows only when they are given.
 - NO ONE IS TO BE IN THE ARCHERY AREA UNLESS TRAINED INSTRUCTOR IS PRESENT.

Storytelling:

Storytelling seems to be a dying art. Students will learn the importance of storytelling throughout the ages, as a means of entertainment and preserving heritage, history, and culture. The young troubadours will pick up pointers on how to be an effective storyteller, then be given the chance to share stories of their own. **I**

Hazards Present: No Hazards Present
Who will be affected by Hazards? No one
How will risk be eliminated? N/A

Stream or River Ecology:

Water is a habitat for life. Students discover the organisms that live in streams and learn about their histories. They collect, examine, and replace with care whatever wildlife is found in the stream, lagoon, or river. We also look at our dependence on water, the problem of water pollution, the workings of the water cycle, and the importance of water to all life. **O**

Hazards Present: Stream and river are shallow in the areas to be studied and no swimming is available. Proximity to base camp (for river ecology only), hypothermia (seasonal).

Who will be affected by Hazards? Students and adults

1. **How will risk be eliminated?** For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
2. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water. Also, any student who gets too wet during cold weather should be escorted back to the base camp to change as soon as possible. Staff member will monitor for signs of hypothermia.

Swimming:

This activity is done only in the Wesley Woods swimming pool. (Seasonal) **O**

Hazards Present: Deep water, Risk of drowning, Diving board, Injury from falling into or around the pool.

Who will be affected by Hazards? Students and adults.

How will risk be eliminated? The pool can only be used with appropriate lifeguard supervision.

Proper safety orientation should be given by lifeguard to all participants prior to entering the pool area. Swim tests are conducted by the lifeguard to determine who should be allowed to enter the deep-end. Proper lifesaving equipment should be present and ready. Radio contact should be maintained between the pool and the office. Lifeguard/s should maintain a close watch on all participants to be sure that all rules are being adhered to. Anyone demonstrating inappropriate behavior will be warned – persistently bad behavior will result in ejection from the pool. Floatation devices will be provided for anyone who needs one.

Touch the Earth Softly:

Students will discuss what it means to touch the earth softly. This will include activities that focus on the use of senses to better understand the natural world. **O**

Hazards Present: No hazards present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

Trees:

Students will have the opportunity to build a tree by becoming a sum of its parts. The use of a tree identification key will be taught and some forest needs and threats will be discussed. **I, O**

Hazards Present: No hazards present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

Understanding Creatures That Stink, Growl, Bite, and Hiss:

During this class, students will focus on skunks, Black Bear, and snakes. Through a series of fun and interactive activities like sniffing for food, running for shelter, tasting the air, and more, the students will try to better understand the animal's behavior. They may even meet our sssssssspecial guesssssst. **WD**

Hazards Present: No Hazards Present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

Un-nature Trail:

This is a short trail but a provocative activity. It is designed for the fun of discovery and it stimulates an awareness of environmental pollution that exists around us everywhere. Problems of solid waste management are explored in a unique way. **O**

Hazards Present: No hazards present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

Wesley Woods History and Tipton Trail:

A discussion with historic tools, a slide show, and artifacts from the early logging days on our Capshaw Branch. This is followed by a short interpretive hike into the history of the Capshaw Branch area. This short but steep trail crosses over a silt-filled reservoir used during earlier times at camp. Round trip 3/4 mile. Ask about extending this class to 3 hours. **I, O**

Hazards Present: hiking on Rocks, proximity to base camp (incase of sudden illness)

Who will be affected by Hazards? Students and teachers

How will risk be eliminated?

1. Instruct campers in emergency plans and what to do if you get lost.
2. Discuss general safety regarding snakes, bees, ticks, sting weed, and poison ivy and sudden illness.
3. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
4. Makes sure all students hike in a controlled manner (no running)
5. Take a walkie- talkie on hike for communication with base camp in case of emergency.
6. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
7. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.

Wilderness Expressions:

This class will provide opportunities for reflections on the wilderness experience. Students will be guided through a variety of activities in an outdoor setting and given opportunities for creative expression using art and different writing techniques such as poetry and prose. It is helpful for students to bring notebooks so that their work can be preserved. **O, WD**

Hazards Present: No hazards present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

Insects in our World:

Do you like to eat apples, look at flowers or catch light in a jar? This class will help students learn how insects function and their importance in our daily lives. **WD**

Hazards Present: No hazards present

Who will be affected by Hazards? No one

How will risk be eliminated? N/A

Blueberry Trail:

This hike is for the more adventuresome classes (5th grade and up). The trail is steep, narrow, and winding, but leads through spectacular forests to lofty overlooks and through famous "Gorgeous Gorge". Forest ecology is taught along the hike. Round trip - approximately 3 miles, 3 hrs. **O**

Hazards Present: hiking on Rocks, proximity to base camp (incase of sudden illness)

Who will be affected by Hazards? Students and teachers

How will risk be eliminated?

1. Instruct campers in emergency plans and what to do if you get lost.
2. Discuss general safety regarding snakes, bees, ticks, sting weed, and poison ivy and sudden illness.

3. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
4. Makes sure all students hike in a controlled manner (no running)
5. Take a walkie- talkie on hike for communication with base camp in case of emergency.
6. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
7. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.

Climbing Wall:

This class offers students a different opportunity to learn the fundamentals of climbing, and experience the thrill of reaching the top. Students are encouraged to push and expand their comfort zone. ○

Hazards Present: falling

Who will be affected by Hazards? Students and adults

How will risk be eliminated? Follow Standard Operating Procedures established by ACCT

The staff member will:

1. Gather all required equipment in proper quantities.
2. Inspect working order of all equipment.
3. When possible, set up the course before the group arrives. At least two people must be present before a staff member may set up the site.
4. A staff member, teacher, or supervising adult must insure participants are properly attired for the activity, including: sturdy shoes (tennis shoes, boots, climbing shoes), long shorts or pants (no slick nylon short), and shirts that can be tucked in.
Check site for damage, vandalism, loose limbs, or dead trees. Do a visual check of condition of elements (cables, cable attachments, ropes, knots, etc.)

No students or teachers will use the climbing wall without the Wesley Woods staff present.

Discovery On Wheels:

Choose from a selection of available trips, each with a different educational theme. Your students will ride the user friendly Townsend sidewalk/bike trail on our mountain bikes and make stops along the way for learning. A minimum amount of riding on quiet Old Walland Highway will be necessary, but groups will be guided by a Wesley Woods staff member in a vehicle at the rear, and the adult chaperone at the front. ○

Hazards Present: Falling or getting knocked off the bike. Potential encounters with the general public. Proximity of bike trail to main road.

Who will be affected by the Hazard? Students and adults

How will risk be eliminated? Schools should be sure that all participating students are proficient in riding a bike (2 wheels). Helmets will be worn. Bikes will be checked for roadworthiness before the class begins. All students will be given a safety orientation before this activity. All participants will ride single file with safe distance between riders, and with a Wesley Woods staff member at the front, and a Wesley Woods staff member or adult chaperone at the rear. The staff member will carry a first aid kit. Proper orientation will be given regarding the student's behavior around and potential interaction with the general public. When the path meets a road, the staff member will stop his/her bike in the middle of the road with the intent to stop any traffic exiting or turning onto the road. Students will be ushered across.

SAFETY ORIENTATION:

1. Check all helmets to make sure they are secured to students head.
2. Be sure that only closed toed shoes are worn.
3. Have each student demonstrate his/her ability to ride the bike before riding.
4. Make sure students do not swerve into the adjacent road when riding single file or at any other time.
5. Students will be instructed to focus only on riding the bike and being safe, horseplay will not be tolerated.
6. Staff member will make sure that students are dressed appropriately for this activity.

7. For students who require the presence of an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
8. Staff member should check all bikes to make sure that all breaks function safely, and that all tires are adequately and safely inflated. Other parts of the bike (handlebars, seat, wheels) will be checked for tightness. The seat will be adjusted to suit the comfort and safety needs of each rider.
9. Alert students as to the dangers of other traffic when riding a bike near a public road.
10. Students will be instructed to stay with the group at all times, including the time at destination.
11. Instruct participants of emergency plans and what to do if they get lost.
12. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
13. Advise students to not interact with the general public.
14. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.
15. Staff members should be sure that they are aware of any students with special medical needs such as: inhalers, epi-pens, diabetics, time sensitive medication distribution etc...Then make provisions for these individuals to be prepared accordingly.
16. Cellular phone is recommended for communication with base camp in case of emergency.

High Orienteering:

This includes the introductory course (page 9) followed by a longer, more challenging course up on the mountain. This class is for 7th grade and up. **O**

Hazards Present: students falling, getting separated from group

Who will be affected by Hazards? Students

How will risk be eliminated?

SAFETY ORIENTATIONS:

1. Define boundaries of course and explain that no markers are located past those boundaries, nor should any participant cross the boundaries
2. No running
3. Stay together as a group one adult will be with each group. This is a group activity. Don't leave anyone behind!
4. Stay away from water and out of buildings
5. Stay on trails when possible.
6. Warn students about possible site specific dangers
7. Explain time limit, location to which participants should return and signal indicating that it is time to return.
8. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
9. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.

Old Chestnut Trail:

This hike, both interesting and strenuous at times, leads slowly along the north slope of Wesley Woods' water shed through an oak, hickory, and "old chestnut" forest. Forest ecology is taught along the hike. Round trip 2 miles, approximately 3 hrs. **O**

Hazards Present: hiking on Rocks, proximity to base camp (incase of sudden illness)

Who will be affected by Hazards? Students and adults

How will risk be eliminated?

3. Instruct campers in emergency plans and what to do if you get lost.
4. Discuss general safety regarding snakes, bees, ticks, sting weed, and poison ivy and sudden illness.
5. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.

6. Makes sure all students hike in a controlled manner (no running)
7. Take a walkie- talkie on hike for communication with base camp in case of emergency.
8. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
9. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.

Team Challenge Course:

Group initiative activities involving safe but challenging problem solving. Excellent for the first of your week and a cooperation and trust builder. Grades 5 and up. **O**

Hazards Present: falling on challenge course elements

Who will be affected by Hazards? Students

How will risk be eliminated? Students will be given a safety orientation, only trained staff will lead challenge course activities

SAFETY ORIENTATION:

1. Safety is our first priority.
2. A Safety Zone will be established to indicate the area participants may be in while waiting their turn to go through the course.
3. A Danger Zone will be established to indicate the area participants need permission to enter while the course is in operation.
4. It is important to focus on the activity at hand. Horseplay is not allowed.
5. Proper care of equipment is important.
6. Attention to communication is very important. Any participant or instructor can use the command “Stop!” to signal to the group that the activity needs to be interrupted to deal with a safety concern.
7. Explain and demonstrate proper spotting techniques and have participants practice.
8. Hair and clothes must all be restrained. Tuck in shirts. Tie hair back. No loose clothing. Jewelry must be tucked in or removed. Provide a safe place for jewelry removed.
9. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
10. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.

Wilderness Expressions II - The Hike

We will go to the woods for our inspiration. This class is a slightly more in-depth version of Wilderness Expressions I, and with the inclusion of a short hike. It is helpful for students to bring a notebook to preserve their work. See also 1 1/2-hour class. **O**

Hazards Present: hiking on Rocks, proximity to base camp (incase of sudden illness)

Who will be affected by Hazards? Students and adults

How will risk be eliminated?

1. Instruct campers in emergency plans and what to do if you get lost.
2. Discuss general safety regarding snakes, bees, ticks, sting weed, and poison ivy and sudden illness.
3. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
4. Makes sure all students hike in a controlled manner (no running)
5. Take a walkie- talkie on hike for communication with base camp in case of emergency.
6. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
7. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.

All Day Hike:

Class will begin at 9 AM and last until 4:30 PM. Group will carry lunches in packs. (Daypacks are handy for any type of hiking.) Several of the choices from the 1 1/2 or 3 hour courses may be included. We will help you design the class for your needs. Forest ecology will be taught along the hike. **O**

Hazards Present: hiking on Rocks, proximity to base camp (incase of sudden illness)

Who will be affected by Hazards? Students and adults

How will risk be eliminated?

1. Instruct campers in emergency plans and what to do if you get lost.
2. Discuss general safety regarding snakes, bees, ticks, sting weed, and poison ivy and sudden illness.
3. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
4. Makes sure all students hike in a controlled manner (no running)
5. Take a walkie- talkie on hike for communication with base camp in case of emergency.
6. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.
7. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.

Camp Fire:

The mountains are rich in songs and tales. Sit back enjoy the campfire while listening to stories and music.

WD

Hazards Present: Students and Fire

Who will be affected by Hazards? Students and adults

How will risk be eliminated? Follow Standard Operating Procedures

EQUIPMENT:

Matches or other fire starting methods, fuel (wood), and Fire starter (candles). Never apply flammable liquids as fire starter, with the exception of charcoal lighter fluid administered to charcoal prior to igniting them.

SAFETY ORIENTATION:

1. Only staff will build the fire.
2. If you use campers to help gather wood be sure to orient them on the boundaries of their search, and alert them to any dangers (i.e. poison ivy, sting weed), as well as to the types of wood they might wish to use and which to avoid (rhododendron).
3. The fire will be supervised by a staff member at all times, and will never be left unattended.
4. Burns will be treated according to the standing orders.
5. Always have a bucket or bowl of water handy for fire control.
6. No combustible liquids or aerosol cans are to be near the fire.
7. Never leave the fire unattended.
8. Never allow anyone to play around or in the fire.
9. Put the fire completely out when you finish.

Night Hike:

Students are led on a hike into a safe but stimulating area of the camp to experience the sounds and feelings of the darkness and to attempt to talk to some of the night's most wonderful creatures. **O**

Hazards Present: Hiking in the dark, sometimes on uneven ground, tripping over roots, rocks, fallen tree limbs, and or other obstacles which may be present. Fear of the dark may be a problem for some

participants. Encountering a nocturnal animal. Proximity to base camp (in case of emergency) (this applies only when schools specifically request a longer distance night hike).

Who will be affected by Hazards? Students, & adults

How will risk be eliminated?

1. All participants should be given a detailed safety and behavioral orientation before departing.
2. The group should hike in a single file line with the Wesley Woods instructor leading at the front of the line, and other adults strategically spread through the line with one at the very back.
3. The Wesley Woods staff member should be carrying a first aid kit and a flashlight if needed.
4. Each time the staff member comes across a potentially hazardous obstacle such as a rock, pothole etc. he or she should stop and inform the rest of the group that the obstacle is ahead, and instruct the group to navigate around, over, or through it with caution. The staff member should turn on a flashlight for any particularly difficult hazards.
5. If some students are nervous, they should be instructed to hike along side or directly in front of an adult.
6. If several students are nervous, the Wesley Woods staff member should lead the hike with his/her flashlight on to help alleviate anxiety. Further discussion and reassurance should be given if necessary.
7. The night hike will be abandoned at the discretion of the Wesley Woods staff member and/or the school's teacher.
8. Should the staff member or any participant encounter a wild animal whilst on the night hike, proper and appropriate actions should be taken by the Wesley Woods instructor to maintain a safe distance from and appropriate behavior towards the animal. The group should stay calm and still until instructed to back away or walk around the animal, while still maintaining a reasonably safe distance.
9. The Wesley Woods instructor is responsible for making him/herself aware of any students with special physical, medical, emotional needs prior to the start of the hike. Appropriate steps should be taken to tailor the activity to meet those people's needs.
10. In the event of a night hike taking place further away from the base camp than usual, all the above precautionary steps that apply should be taken. Additionally, radio contact should be maintained when available

Light Hike:

Armed with a flashlight, students are led on a hike into a safe but stimulating area of the camp to experience the sounds and feelings of the darkness and to attempt to sniff out all that hides under the cover of darkness. ○

Hazards Present: Hiking in the dark even with a flashlight, sometimes on uneven ground, tripping over roots, rocks, fallen tree limbs, and or other obstacles which may be present. Fear of the dark may be a problem for some participants. Encountering a nocturnal animal. Proximity to base camp (in case of emergency) (this applies only when schools specifically request a longer distance light hike).

Who will be affected by Hazards? Students, & adults

How will risk be eliminated?

1. All participants should be given a detailed safety and behavioral orientation before departing.
2. The group should hike in a single file line with the Camp Wesley Woods instructor leading at the front of the line, and other adults strategically spread through the line with one at the very back.
3. The Wesley Woods staff member should be carrying a first aid kit and a flashlight if needed.
4. Each time the staff member comes across a potentially hazardous obstacle such as a rock, pothole etc. he or she should stop and inform the rest of the group that the obstacle is ahead, and instruct the group to navigate around, over, or through it with caution.
5. If some students are nervous, they should be instructed to hike along side or directly in front of an adult.
6. If several students are nervous, discussion and reassurance should be given if necessary.
7. The night hike will be abandoned at the discretion of the Wesley Woods staff member and/or the school's teacher.
8. Should the staff member or any participant encounter a wild animal whilst on the night hike, proper and appropriate actions should be taken by the Wesley Woods instructor to maintain a safe distance from and appropriate behavior towards the animal. The group should stay calm and still until instructed to back away or walk around the animal, while still maintaining a reasonably safe distance.

9. In conjunction with the school's teachers, the Wesley Woods instructor should be aware of any students with special physical, medical, emotional needs prior to the start of the hike. Appropriate steps should be taken to tailor the activity to meet those people's needs.

10. In the event of a light hike taking place further away from the base camp than usual, all the above precautionary steps that apply should be taken. Additionally, radio contact should be maintained when available

Off Site Hikes:

Cades Cove, White Oak Sinks, Look Rock, Clingman's Dome, Little Greenbriar/Walker Sisters. Any other off site hike.

These hikes are typically whole or half day. Whole day hiking groups will carry lunches in packs. (Daypacks are handy for any type of hiking.) Several hike choices are available. **O**

Hazards Present: Participants getting lost, Potential for interaction with the general public, Hiking on Rocks, proximity to base camp (incase of sudden illness), Natural hazards, heat exhaustion (seasonal), hypothermia (seasonal)

Who will be affected by Hazards? Students and adults

How will risk be eliminated?

1. Instruct participants of emergency plans and what to do if they get lost.
2. Discuss general safety regarding snakes, bees, ticks, black bears, sting weed, and poison ivy and sudden illness.
3. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
4. Makes sure all students hike in a controlled manner (no running)
5. Advise students to not interact with the general public.
6. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.
7. A cellular phone is recommended for communication with base camp in case of emergency.
8. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.

Off Site Trips:

Heritage Museum, Heritage Planetarium, Little River Rail Road Museum

Hazards Present: Participants getting lost, Potential for interaction with the general public, Proximity to base camp (in case of sudden illness), Natural hazards.

Who will be affected by Hazards? Students and adults

How will risk be eliminated?

1. Instruct participants of emergency plans and what to do if they get lost.
2. Discuss general safety regarding snakes, bees, ticks, and sudden illness.
3. Staff should also be aware of the general safety procedures concerning: thunderstorms, forest fires, sever storms and tornadoes.
4. Makes sure all students behave in a controlled manner (no running)
5. Advise students to not interact with the general public.
6. Make sure that all participants are dressed appropriately for the time of year, and that each student has access to water.
7. Cellular phone is recommended for communication with base camp in case of emergency.
8. For students who require an inhaler and/or epi-pen or any other potentially life saving medical device/drug, the staff member will make sure that all necessary medications/devices are brought along with and carried by the adult chaperone.