

**Clyde Austin
4-H Center**

**User Group
Policies & Procedures**

**University of Tennessee
Extension**

A Note From The Manager...

Thank you for your interest in our facility. We are delighted to have you and your group as our guests. We hope you have a enjoyable and safe stay here at our facility. To help ensure your safety we ask that you please familiarize yourself with this handbook. Please share this information with the members of your group. We look forward to your visit. Please let me or my staff know if we can be of any further assistance.

Andy Seals
Center Manager

CENTER RULES

1. Avoiding running horseplay except in sport activities.
2. For your safety, shoes should be worn at all times.
3. Please dispose of tobacco products and chewing gum appropriately.
4. Use of the camp telephone should be limited to 2 minutes. No calls should be charged to the camp.
5. Please use the paved walkways whenever possible.
6. Fireworks are prohibited on camp property.
7. Shirts and shoes should be worn while inside the dining hall.
8. When eating, please allow everyone to go through the line once before returning for seconds.
9. Return trays to tray return when finished eating.
10. Do not use electrical equipment in dormitory bathrooms. Mirrors and outlets are in sleeping quarters.
11. Wet items should be hung on the clotheslines.
12. Do not climb on tie wall behind dormitories.
13. Any damage to camp property should be reported to center manager at once.
14. Vehicles should be parked in the area adjacent to the Wildlife Building. This will keep the lot open for daily deliveries and visitors. Please check with center manager for further parking information.
15. ***ENJOY YOUR STAY!!***

NATURAL HAZARDS

- Be aware that insect nests, such as yellow jackets, hornets, and wasps can exist on the premises. If a nest is found please notify the center manager and stay away from the area. If a sting occurs notify the person in charge of first aid. Be aware of any reactions members of the group may have to insect stings or bites.
- The chance of encountering a wild animal is rare but possible. Stay away from wild animals. Notify the camp manager at once of any animals on camp property. If an accident occurs, notify the person in charge of first aid. Try to identify the animal and keep it in surveillance.
- Some areas of camp are known to have poison ivy and oak. When in these areas wear long pants and socks. If contamination occurs wash the affected area immediately. Notify the person in charge of first aid.
- User groups should not be near the lake area unless a qualified staff member is directing an activity. Everyone must wear a P.D. while on or in the lake. Follow all rules and instructions from the lifeguard on duty. In case of an emergency the lifeguard will handle the situation and radio the center manager if further help is needed.
- Occasionally a tree limb may fall. If a fallen limb or tree is found, please notify the center manager at once.
- Adjust activities in case of extreme heat or weather circumstances. Be observant for the signs of heat exhaustion, heat stress, and dehydration.

MAN MADE HAZARDS

- The pool pump and storage rooms, maintenance shop, and fuel storage areas are all off limits except for authorized staff. If these areas are found unsecured, notify the center manager immediately.
- The pool area, archery/rifle ranges, and canoes are to be locked when not in use. If these areas are found unlocked notify the center manger at once.
- Be observant of speed limits by operating vehicles in a safe manner. Be aware of incoming car and trucks while using roads as walkways.
- Stay away from the rear of the rifle and archery range areas at all times.

FIRST AID

- Be advised that the Clyde Austin 4-H Center does **NOT** provide first aid care, supplies, or insurance. This is the responsibility of the individual user group.
- The 4-H Center advises groups to collect names, addresses, emergency contacts, health histories, and permission to treat forms for all participants. This is the responsibility of the individual user group.
- In the event of an emergency call 911.
- The Clyde Austin 4-H Center recommends that user groups supply a person to be in charge of first aid who has appropriate certification (RN, Red Cross, YMCA, etc.).

OPERATION OF FACILITIES

- In case of power outage notify the center manager immediately. In case of extended outage, arrangements will be made for food preparation and lighting.
- Notify center manager if a gas leak is suspected. Arrangements will be made accordingly as needed for showers and cooking.
- If water pressure is lost notify center manager. Check with manager before drinking once pressure is restored.
- Lawn mowers, power tools, and hazardous chemicals should be used in a safe manner. These items shall not be left unattended while in use. Please check with center manager prior to bringing these items onto camp property.

DISASTER PROCEDURES

Fire

In each dorm there is a fire escape plan posted beside the exit doors. These plans show the route to be used when exiting the building during an emergency. Each user group should make themselves aware of these charts. Remain calm and stay clear of emergency vehicles and safety hazards. No one should enter a burning building. Only re-enter the buildings after permission has been given by the proper authorities.

Tornados & Thunderstorms

The center manager will notify the person in charge of potentially dangerous weather patterns. If a storm is approaching, move inside. Stay away from windows. In the event of a storm move to the center of the cabins on the ground floor. Getting under beds or between beds may also provide some protection. In the event of a tornado, move the group to the bottom of the Recreation Hall. Center staff will assist and give direction during an emergency. After the storm

has passed the group may wish to assemble in a designated area and account for all members. Be aware of any debris or broken glass that may have been caused by the storm.

Earthquake

In case of an earthquake get under something sturdy. A desk, bed or doorway would work if inside a building. Get outside in clear open space if time allows. Try to keep everyone calm Follow procedures for a fire.

USE OF ALCOHOL & DRUGS

Possession of alcohol and drugs are prohibited on center property. All prescription medication should be kept in possession of the person in charge of first aid. In case of an accident involving drugs or alcohol seek medical help as needed.

UNAUTHORIZED PERSON ON CAMP PROPERTY

If unauthorized person(s) are seen on camp property notify the center manager at once. Allow this person to deal with the situation. Do not attempt to handle this yourself.

CRISIS MANAGEMENT

- The best way to prevent emergencies is by following the safety procedures set forth in this handbook.
- In the event of a crisis the center manager and person in charge of the user group shall be in charge. All communication should be through these individuals.
- Give priority attention to the injured.
- Secure doctor, ambulance, police and clergy as appropriate.
- In the event of a serious accident notify the police.
- Center staff will give direction in the event of a crisis.
- The Clyde Austin 4-H Center Manager will serve as the official spokesperson for the camp. All communication should be through this individual.

POSSESSION OF PERSONAL EQUIPMENT, VEHICLES, & ANIMALS

All personal equipment or animals of user groups is the responsibility of the owner. The 4-H Center is not liable for damages to any equipment or animal belonging to user groups. Each person is responsible for his/her own property. Any equipment that is possessed by a user group and is considered hazardous to others is subject to removal from that person's possession to be held by administration until the owner leaves camp.

- Only firearms that have been pre-approved by the center manager are allowed on camp property. These firearms and ammunition must be stored separately in locked containers provided by the user group. These firearms should only be used by qualified personnel.
- Only hazardous materials that have been pre-approved by the center manager are allowed on camp property. These substances must be stored in safe containers under lock and should only be used by qualified personnel.
- All hand and power tools that are brought onto camp property must be stored under lock. These tools must be pre-approved by the center manager and must be operated by qualified personnel.
- Any animal that is brought onto 4-H Center property should have appropriate vaccination. The animal must be contained by cage, leash, or pen. All animals must be pre-approved and should be checked in with the center manager.

LEASE AGREEMENT

Please review the lease agreement you have signed prior to your visit. This document contains information important to your stay.

RELEASE OF MINORS

The individual user groups are responsible for the release of campers. The center recommends you obtain written verification from a legal guardian before releasing minors.

Clyde Austin 4-H Center

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Visit Us Online At:

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Agricultural Extension Service, Billy G. Hicks, Dean

