



OMSI
Outdoors

OMSI Outdoors *at Camp Meriwether*

Outdoor Science School Chaperone Packet

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OMSI[™]
Everyday Encounters with Science

Chaperone Information Packet

WELCOME! We are excited that you will be participating in an OMSI Outdoor Science School Program. The purpose of this packet is to provide you with all of the information you will need to make your OMSI Outdoor Science School experience as rewarding and successful as possible. Please read this packet carefully and refer to it throughout your planning process.

Who to contact for help:

If you have any questions about the packet or your program, please contact your group leader. Your group leader will have all of the site specifics and contact information.

Table of Contents

<input type="checkbox"/> Expectations of being a Chaperone.....	Page 3
<input type="checkbox"/> OMSI Outdoor Program Rules and Policies.....	Page 4
<input type="checkbox"/> OMSI Outdoors Health, Safety and Emergency Procedures.....	Page 5
<input type="checkbox"/> Receiving Mail.....	Page 6
<input type="checkbox"/> Notes about the Weather.....	Page 6
<input type="checkbox"/> OMSI Outdoors Kitchen Notes.....	Page 6
<input type="checkbox"/> OMSI Outdoors Store Notes.....	Page 6
<input type="checkbox"/> Packing List.....	Page 7
<input type="checkbox"/> Directions to Camp Meriwether.....	Page 8
<input type="checkbox"/> Map of Site.....	Page 9
<input type="checkbox"/> OMSI Outdoors Health and Medical Form.....	Page 10

Expectations of being a Chaperone

We look forward to having you as a part of the OMSI Outdoor Science School experience. The program offers many exciting activities, new experiences, and fun times. As a chaperone, you are a role model for the students. Please, give all of the attention, respect, and enthusiasm that you hope for them to display. Note: Anyone possessing alcohol or illicit drugs of any kind will be asked to leave immediately. Tobacco products can be used only in specified areas within the site and only by persons older than 21 years of age.

Direct Supervision:

- Responsible for the cabin group during rest time, transition times and throughout the night.
- Enforce cabin boundaries: students should only be in, or near, their assigned cabin.
- Supervise and participate in games during free times.
- Fairly and efficiently rotate the cabin group through a shower schedule.
- Ensure that everybody is equipped with Standard Field Gear and arrives on time to each activity.
- Check in with the Health Officer to know when to send students for medications.
- Support the cabin during assigned cleaning activities: such as Kitchen Party (setting tables, and washing dishes under the supervision of OMSI staff), sweeping bathrooms and wiping down counters, and cleaning the cabin on departure day.

Community Building

- Include all students in activities.
- Sit at and supervise a table with students during meals.
- Hand out snacks and help students make lunches.
- Discourage rough play, rude and exclusive behavior, and excessive competition.
- Preview students' campfire skits/songs for appropriateness, tastefulness, language, etc.
- Support OMSI Instructors in the field by modeling ideal student behavior. Refrain from using mobile devices in sight of students and during activities and meals.
- Stay onsite, even during assigned off times to support the group in case of emergency.

Upon your arrival, the Program Coordinator will meet with you to review this information. Please bring along any questions, concerns, or suggestions you have. We look forward to meeting and working with you!

Background and Site Information

Camp Meriwether is a Scouts BSA site that OMSI Outdoors rents.

Office/Welcome Deck & Med Lodge

The Discovery Lodge is where students are dropped off and picked up. You will also find Managers in their office by the Med Lodge. The Med Lodge is our first-aid space, and an area for students to rest if they are ill. Please read the section on medical emergencies. It is not available as housing.

Cabins/Restrooms:

Five campsites, each with five to seven units, house all participants. Outhouses for each campsite are located a short walk from the units. There are a limited number of showers on sites. All units are heated and have mattresses. Maximum capacity at Camp Meriwether is 180 people.

Dining Hall

The dining hall is located in the Discovery Lodge; this is where we eat and pack lunches. We will ask teachers/chaperones to help monitor meal and snack serving and logistics. Students will assist with the clean-up after meals. Please contact the Program Coordinator with any pertinent dietary information at least two weeks in advance.

Teaching Spaces

The Discovery Lodge has two classrooms and there are covered pavilions for lessons throughout Camp Meriwether.

OMSI Outdoors Program Rules and Policies

Teachers and parents, please read through the following policies with your student(s) so that everybody arrives on site already familiar with the expected community behaviors.

During your trip, you will be away from your family and school. You will be living and studying in a completely new area. It is important that you have a safe and enjoyable visit. The goal of these policies is to ensure you have the opportunity to build academic and social skills in a safe environment.

1. All policies maintained by school administration apply while participating in OMSI programs. If a rule is not stated, common sense, good judgment, courtesy, respect and safety apply.
2. As good citizens, we obey all city, county, state and federal laws.
3. All living creatures, including people, are to be treated with courtesy and respect. This precludes the use of obscenities, jokes or slurs relating to another's race, religion, gender, sexual orientation, or physical or mental abilities. It also means that plants, creatures and all of nature deserve your respect and should not be damaged, injured, or harassed.
4. No adult may ever be alone with a child in a one-on-one situation.
5. Handling or harassing potentially dangerous organisms (animals, plants, insects, etc.) is prohibited.
6. No type of firearm, explosive, or firework is allowed. Sharp tools will be provided as needed and are to be used in a manner that will not injure one's self or others. Do not bring any of these things with you.
7. Smoking or the use of alcohol or drugs (including marijuana) is not allowed. The use of any illegal substance, or marijuana, will result in immediate dismissal from the program.
8. Quiet hours are observed between 10 p.m. and 7:00 a.m., except under special circumstances (e.g. morning walk). During this time, participants should be in their cabins, in their bunks, and quiet.
9. Separate sleeping areas for male and female students will be strictly maintained. Displays of physical affection are not allowed.
10. Students should not visit others' sleeping areas. This is to prevent problems relating to personal possessions and bullying.
11. All personal and museum property should be used only with permission and treated with care.
12. OMSI and BSA staff reserve the right to enter, inspect, and/or repair any building being used for Outdoor School at any time. A courtesy notification will be given when possible, but is not required for staff to enter any building.
13. Unsafe activities must be avoided at all times (e.g. no climbing trees or running, sliding, or jumping on rough, slick areas).
14. Violations of these policies, particularly those relating to an individual's physical or mental health and well-being, will result in the disciplinary action below.

Discipline Actions:

Step one: The OMSI Instructor/chaperone talks to the student to determine if he/she understands the rules and is capable of adhering to them, with the student receiving a time out if it is deemed appropriate.

Step two: If the action continues, the student meets with the teacher and Manager. A verbal behavior contract may be agreed upon, with time out observed.

Step three: If the action continues, the student meets with the teacher and Manager. A contract is written and signed by the student, the teacher and the Manager. The parents are notified about the situation and the consequences if the behavior continues.

Step four: If the action continues, further disciplinary action will be determined by the teacher which may include asking the parent/guardian to remove the student from the program.

Actions Which Justify Immediate Removal of Student from Programs:

All transportation, costs, and logistics for a student's removal are the responsibility of the parent/guardian.

1. Violent acts or threats of violence against students or staff.
2. Possession of alcohol, narcotics, marijuana, or tobacco products.
3. Theft or vandalism.
4. Possession of a weapon.
5. Offensive behavior or remarks toward students or staff, including use of racial, religious, or sexual slurs or intimidation.

OMSI Outdoors Health, Safety and Emergency Procedures

Emergency phone numbers and procedures are posted near each phone on site, and detailed procedures concerning OMSI Outdoors' emergency plans are available upon request.

Medications:

- All medications must be in their original containers, and stored in a locked container.
- The Health Officer dispenses all medications, unless that responsibility has been delegated to another adult when the student is in the field.
- Each student must be told it is his/her responsibility to report to the Health Officer at the proper time to receive medications.

Minor Illness or Injury:

Report any illness or injuries to a teacher or the designated Health Officer.

Serious Injury or Illness:

- DO NOT MOVE the injured/ ill person(s). Contact the designated Health Officer, a teacher, or an OMSI staff member immediately. Send one adult (or two students) with the following information:
 - WHERE to find the injured person(s)
 - WHO is injured
 - WHAT happened
 - WHO is staying with the injured person(s)
- The emergency phone number for Camp Meriwether is 911. Only the designated Health Officer or group leader may initiate calling for emergency medical services, unless another person is the ONLY one able to call. When appropriate, please notify OMSI Management before calling for emergency medical services.

Missing Participant:

Notify the Manager immediately. They will coordinate a search effort with the help of other trained OMSI staff.

Fire or Other Need for Evacuation:

Everyone is required to gather in front of the Discovery Lodge for instructions. Please travel and line up students based on chaperone groups, in front of the Discovery Lodge. Each chaperone should count to ensure all members of their party are present.

Earthquake:

If indoors, drop, cover your head, and hold on to what is around you, then immediately exit the building and head to the designated high point. More instructions will be given there.

Random Guests and Arrivals:

If at any time unfamiliar people arrive on site, greet them immediately and introduce them to OMSI staff members. Please help us ensure that nobody walks around the site without being greeted and escorted by an OMSI staff member. If a stranger becomes belligerent, will not leave, or becomes threatening, call local law enforcement immediately.

Power Outage:

Activity will continue as scheduled. The Manager will inform the OMSI staff via radio of any instructions for the group and communicate with the group leader if there is reason to adapt the program or evacuate the site.

Receiving Mail

We recommend mail be sent at least a week before the program. This will ensure that the mail arrives while the program is in progress. In the event that mail arrives late, mail with a return address will be sent back to the sender.

Student Name,
School or Group Name
17500 Cape Lookout Rd,
Cloverdale, OR 97112.

Notes about the Weather

The Oregon coast is known for its diverse weather, meaning that in the same day we can have sunny skies and pouring raining in the afternoon. You may be fortunate to have a week of clear skies, or you may experience precipitation of any form, from hail to rain. When planning your trip, it is wise to plan for all kinds of weather. For the health and safety of your participants, everyone must come prepared with waterproof rain gear and warm clothes. In cases where extreme weather requires evacuation of Camp Meriwether, schools/groups will be refunded the unused portion of fees. No other weather related refunds will be issued.

OMSI Outdoors Kitchen

OMSI Outdoors prides itself on having meals that are nutritious and homemade.

Vegetarian, dairy-free, gluten-free, and other diets can usually be accommodated as needed. OMSI Outdoors can provide foods made without a given allergen, but our facility is **not** a dedicated allergen-free kitchen. We take all possible measures to cook allergen-free foods on separate clean surfaces, but there is always a slight risk of cross contamination. If any participate has a life-threatening allergy to a particular food, contact the Program Coordinator immediately to discuss if the family should send supplementary food. All pertinent dietary information should be delivered to the Program Coordinator at least two week in advance so the kitchen staff can be prepared.

Nuts and nut oils are not used in cooking at Camp Meriwether, however, we may use foods that may contain traces of nuts, or were processed in a factory that also processes nuts. Additionally, peanut butter is usually an option during lunch-making. Peanut butter and jelly sandwiches are always made at a table that is separate from all other lunch items to avoid cross contamination. If participants have an airborne allergy they can be invited to make their sandwiches before the peanut butter is brought into the room. Depending on the severity of the allergy, all peanut products can be removed from the kitchen entirely for the duration of the week.

OMSI Outdoors Store

OMSI Outdoors souvenirs are for sale on site. Commonly, these are T-shirts for \$10, and hooded sweatshirts for \$25. Typically the store is open during cabin time on the final full day that a group is on site. Group leaders may opt out of the store for their students. Please note if another school is on site the store may be opened for them. The group leader may inform their group members that they are not authorized to make purchases at the store. Please contact the Program Coordinator if you have any questions regarding the OMSI Store.

Packing list

Standard Field Gear

Standard Field Gear is what we ask all students, chaperones, teachers and OMSI staff to wear during activities. Please keep this list in mind when packing for OMSI Outdoor Science School.

- Comfortable, broken-in shoes, good for walking all day that cover the entire foot
- Pants that cover the ankles
- Warm layers
- Rain jacket or poncho
- Two reusable water bottles, filled at the start of each activity
- Sunscreen
- A sturdy day pack to hold water bottles, lunch, notebook, pencil, and other gear.

Note: All participants must bring a lunch for the first day of their program.

Sleeping/ Nighttime

- Warm sleeping bag (pack an extra blanket if needed)
- Pajamas
- Pillow (can be as simple as a stuff sack that can be filled with clothing)
- Flashlight/headlamp for in bunk reading and travelling around camp after dark

Clothing

- Two pairs of shoes that are well broken-in. One for out in the field, and a backup pair, if they get wet
- Multiple pairs of socks (wool sock preferred, but not required)
- Two pairs of pants, long enough to cover the ankles
- Appropriate number of t-shirts
- Warm layers for under rain gear (preferably not cotton)
- warm hat/ gloves (optional)

Personal Gear

- Toiletries (toothbrush/paste, hairbrush, soap)
- Washcloth and towel
- Optional:
 - Reusable lunch bag/containers
 - Camera
 - Cash or check to purchase goods in the OMSI Store
 - For adults only: reusable travel mug

Please do not bring:

- Electrical equipment (cell phones, radios, computer games, blow dryers)
- Snacks or candy (it attracts rodents and they will damage your gear.)

All clothing and gear should be marked with the owner's name. OMSI is not responsible for lost or broken items. Found items will be kept on site for two weeks. Please call your group leader as soon as possible to arrange for their return. Unclaimed items will be donated to charity.

Directions to Camp Meriwether

The address for the Camp Meriwether is 17500 Cape Lookout Rd, Cloverdale, OR 97112.

From US-101:

Just north of the community of Hemlock, Oregon, turn right (west) on to Sandlake Road, towards Cape Kiwanda and Pacific City

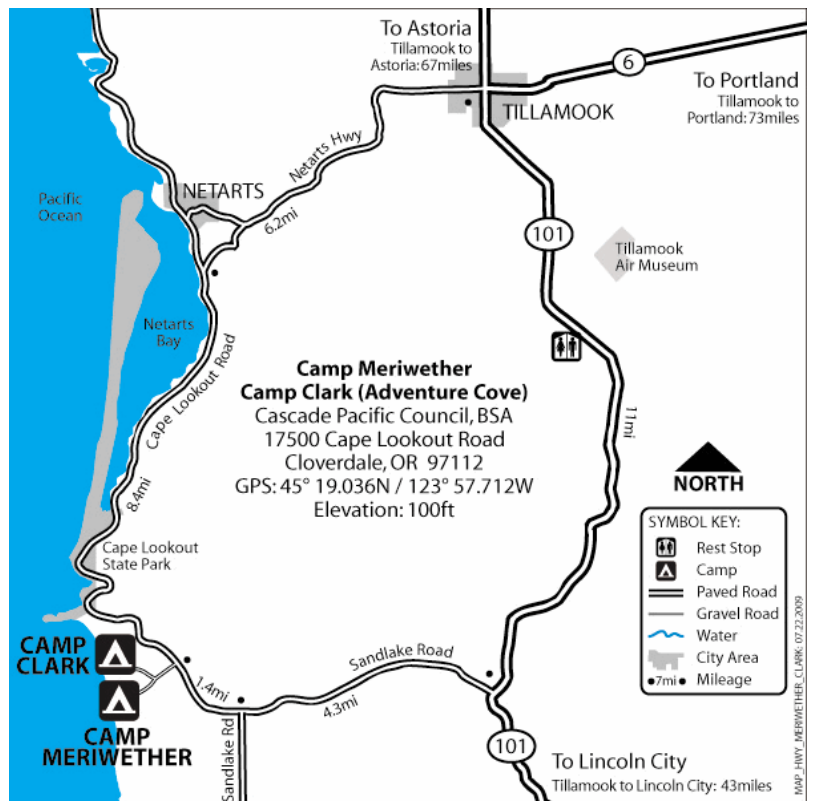
Continue straight onto Cape Lookout road, towards Cape Lookout State Park.

After passing the open sand of sand lake, look for the Meriwether-Clark sign and turn west, into the property.

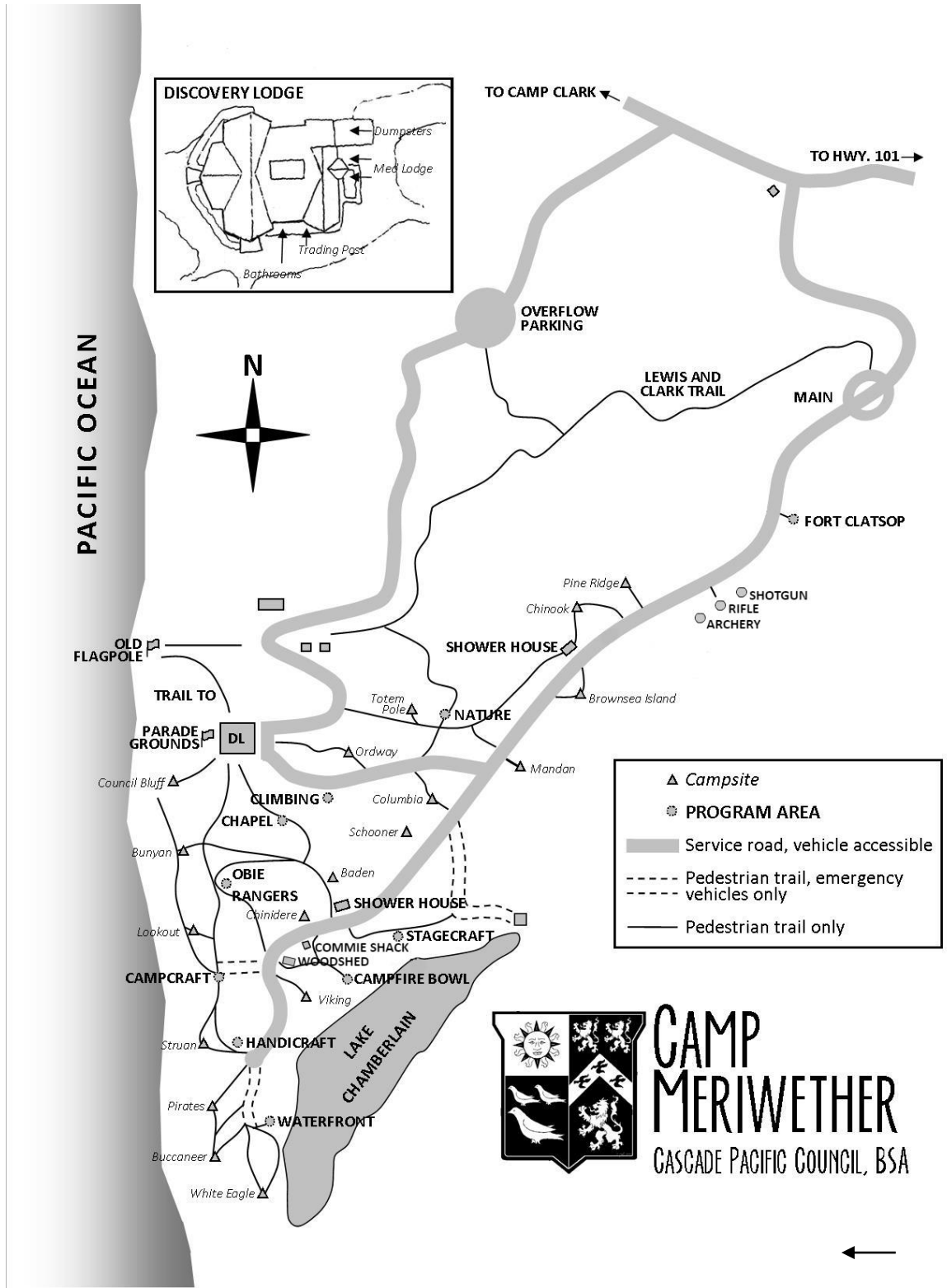
Stay right at the first intersection and follow the signs to Camp Meriwether.

Drop off students at the Discovery Lodge. A detailed site map is available on p. 9.

Please use caution when arriving and departing, Camp Meriwether has one-lane dirt roads.



Parking and Building Map for Camp Meriwether



OMSI Outdoors Health and Medical Form

All students and adults participating in OMSI Outdoors programs must fill out this form completely. Return this form to your teacher/group leader as early as possible. PLEASE PRINT CLEARLY IN BLUE OR BLACK INK. Note: teachers and chaperones are responsible for all medical issues at Outdoor Science School. A "Health Officer" (usually the teacher) is responsible for all medical and insurance information for each student and adult, collecting all medication and ensuring that each student receives medications as prescribed.

Participant Information

Participant Name: _____ DOB and Age: _____
Parent/Guardian: _____ Home Phone: _____
Street Address: _____ Work Phone: _____
City, State, Zip: _____ Home Email: _____
Work Email: _____

Emergency Contact: _____ Home Phone: _____
Relationship: _____ Work Phone: _____

Health and Medical History

Please check if participant is subject to the following and include explanation.

- | | | | | |
|------------------------------------|--|--|-------------------------------------|--|
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Asthma | <input type="checkbox"/> Autism | <input type="checkbox"/> Allergy | <input type="checkbox"/> Bed Wetting |
| <input type="checkbox"/> Bee Sting | <input type="checkbox"/> Blindness | <input type="checkbox"/> Deafness | <input type="checkbox"/> Depression | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Seizures | <input type="checkbox"/> Sleep Walking |
| <input type="checkbox"/> Other | | | | |

Explanation: _____

List all current medications, time(s) taken, and for what condition(s): _____

List any allergies to medications, the reaction, and the severity: _____

List any past medical conditions, injuries, or medial illnesses that might affect the program, including any restrictions of activity for medical reasons: _____

Date of last tetanus inoculation. MUST BE WITHIN LAST 10 YEARS. (If your child was immunized before attending school, he or she received a tetanus shot at age 5.): _____

Describe any behavior problems or habits that would be disruptive to group learning: _____

List any dietary restrictions (please be specific e.g., vegetarian, no pork, etc.): _____

List allergies to any foods, the reaction, the severity, and the amount tolerated (e.g., "no raw milk/cheese but ok in baked goods"): _____

Do you authorize the Health Officer to dispense over the counter drugs, such as Tylenol, Advil, or Benadryl if you are not reachable to give immediate permission? Yes No

Provider Information:

Doctor's Name: _____ Phone: _____
Insurance Company: _____ Agent name: _____
Insurance Address: _____ Policy Number: _____
City, State, Zip: _____

My child has my permission to participate in all sessions and field trip activities. I am this child's parent or legal guardian, who is under the age of 18 years and who wants to participate in OMSI's programs. In consideration of my child's or ward's participations in the programs, I hereby release, waive, and discharge OMSI, and all of its instructors, employees, officers, directors, agents, and volunteers from any and all liability to me, to my child or ward, and to all my legal representatives, assigns, heirs, and next of kin for damage and injury to my child or ward or to any person or property arising out of participation in the program, whether on OMSI's premises or elsewhere. This agreement includes but is not limited to claims or demands on account of injury or damage caused or allegedly caused by the negligence of OMSI or any of the individuals listed above.

Adult Participant or Parent/Guardian Signature: _____ Date: _____