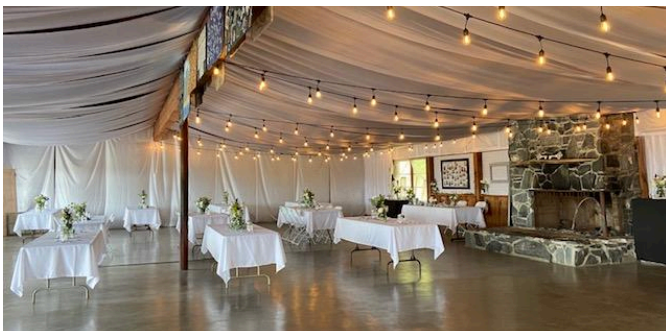




CAMP KIRBY

WEDDING MANUAL



2025-2026

**A rustic
getaway for
your wedding!**





Greetings from Camp Kirby!

The ambiance of the ocean and island views make Camp Kirby a unique and romantic wedding venue, located just 90 minutes from Seattle. With only a few weddings per year, at Kirby, you are guaranteed an exclusive event. Kirby gives you the setting, the rest is up to you!

Almost 47 acres of beach and forest landscape awaits you and your imagination. Enjoy the freedom to select your own caterers, chairs, bar, and decorations. Grounds include multiple indoor and outdoor locations for ceremonies and receptions. We can assist you as much or as little as you require so that you can transform your dream into reality with as much independence as you like. With no limitations in creating your vision, the backdrop to your dream wedding is waiting for you.

Within this manual, you will find all of the information that you need to make your event at Camp Kirby a success. This includes information on pricing, Camp Kirby facilities, optional services that we can provide, Camp Kirby policies and procedures, and much more. Please take the time to read this packet with care, and make sure to have a copy on hand with you at your event.

We look forward to working with you. Please reach out and let us know what questions you may have, as we'd be happy to assist you!

Warmly,

Kathryn "KitKat" Deshaies
Camp Kirby Executive Camp Director



Camp Fire Samish
100 Central Ave.
Bellingham, WA 98225
Direct (360) 255-7765
Main (360) 733-5710
www.campfiresamish.org

Light The Fire Within

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General Information on Camp Fire Samish & Camp Kirby

Our Mission: Camp Fire Samish connects young people to the outdoors, to others, and to themselves.

Inclusion Statement: Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

A rustic oasis for your next retreat!

Camp Kirby has 47 acres of forest, grasslands and beach that spreads 1 & 1/2 miles along Padilla Bay. Kirby offers peace and quiet for self-exploration or an active mini-community for nature exploration. Camp Kirby is a rustic site that has several large buildings and sleeping cabins as well as a beautiful wood lodge with a commercial kitchen.

Camp Kirby is owned and operated by Camp Fire Samish. Located on Samish Island in Skagit County, Camp Kirby is accessible by car from I-5, northwest of Burlington, Washington.

No smoking, tobacco products, or pets are allowed during rentals. With prior permission, a tobacco-only, designated smoking area can be established. Alcohol is limited to beer/wine/champagne and additional insurance is required.

To see Camp Kirby, please call our Executive Camp Director at (360) 255-7765 for an appointment.

Our rental calendar opens March 1st (or the first business day of March) for the following year for returning groups. For new groups, the remaining dates will be released on April 1st (or the first business day of April). Reservations can be conditionally made over the telephone or via email. To confirm your dates the Facility Usage Agreement and Usage Deposit must be received within 30 days. The Final Payment (remaining usage fees, any food service or program costs, optional cleaning fee, and damage/cleaning deposit) is due at least 90 days prior to the first rental date. Reservations made within 90 days require payment in full at the time of reservation.

Questions should be directed to our Executive Camp Director, Kathryn Deshaies, at kathryn@campfiresamish.org or (360) 255-7765.

Checklist for Facility Usage

Take these steps to reserve Camp Kirby for your group:

◆ Within 30 days of telephone or email request:

- ☐ Complete and sign the Facility Use Agreement.
- ☐ Mail or email completed form to:
Camp Fire Samish
100 Central Ave
Bellingham, WA 98225
info@campfiresamish.org
- ☐ Pay the Usage Deposit via cash, check, or credit card.

◆ At least 90 days prior to your rental:

- ☐ Review Facility Usage Agreement and inform us of any changes.
- ☐ Complete and sign the Final Food and/or Program Services Addendums (if applicable).
- ☐ Pay the Final Payment (balance of usage fees, food and program fees, optional cleaning fee, and damage deposit).
- ☐ Send the liability insurance certificate for at least \$1 million dollars listing Camp Fire Samish as an insured.
- ☐ Review this Manual and distribute applicable information to wedding planner/coordinator, vendors, etc.

◆ During your stay:

- ☐ Be sure to have copies of these certificates at camp during rental:
 - Copies of certificates for on-site health persons: First Aid/CPR/AED, LPN, RN or physician.
 - Food Handlers permits.
 - Copy of specialist certifications (lifeguard, archery, etc).

Thank you for choosing Camp Kirby.

Camp Kirby Site Map



Camp Kirby Facilities Available for Usage

Following is a brief description of facilities available at Camp Kirby. The descriptions are numbered to correspond to the attached map. The Camp can comfortably accommodate a maximum of 150 people in cabins and lodges.

BUILDINGS

- #18 Main Lodge: Largest building in camp. It includes a full commercial kitchen, dishes, cooking equipment, tables and chairs/benches for 150 people. It also contains our indoor recreation area which includes ping pong tables, foosball tables, board games, children's books, a piano, and a fireplace. It has one bathroom in the back of the kitchen, laundry facilities, and electricity. Other restrooms are in the next building over.
- #25 Blue Bird Lodge: Large upstairs space with wood-burning stove, bathroom, and electricity. It sleeps 20 (mattresses on the floor/cots), or can house 50 for day use/meeting space.
- #11 Health House: Sleeps 6, has two bedrooms, bathroom, kitchen, and electricity. **Heated**
- #12 Woodpecker: *Not available for rental groups or weddings.*
- #13 Sandpiper: Sleeps 4, has bathroom and electricity.
- #15 Halcyon: Two bedrooms (sleeps 6 each), two bathrooms, kitchen, living room, and electricity. **Heated**
- #17 Herman's Hut: Sleeps 2 in bedroom (full-sized bed) and 8 in main room (mattresses on the floor/cots), has electricity, bathroom, and kitchen. **Heated**
- #2 Cascadia Lodge and Treehouses: Lodge has a fireplace, restroom (no shower), sleeps 8, and electricity. Eight surrounding treehouses sleep 4 each. One treehouse has electricity.

SLEEPING CABINS

Sleeping cabins are small and generally have little activity space. Toilets, sinks, and showers for sleeping cabins are located in two detached bathhouses (#8 & #20 on the map). One bathhouse has facilities for men and women, and the other bathhouse has facilities for men and women in addition to an all-gender/ADA restroom. All sleeping cabins have electricity.

- #3 Big Dipper & Little Dipper: Connected cabins, sleeps 22; 10 on each side and 2 in the center counselor quarter.
- #4 White Cap & Honeysuckle: Connected cabins, sleeps 26; 12 on each side and 2 in the center counselor quarter.
- #6 Sea Gull: Sleeps 9, with 8 on one side and 1 in the counselor quarter.
- #7 Fir Tree: Sleeps 9, with 8 on one side and 1 in the counselor quarter.
- #9 Crow's Nest: Sleeps 5, with 4 on one side and 1 in the counselor quarter.
- #24 Jupiter: Sleeps 11, with 9 on one side and 2 in the counselor quarter.
- #26 Evening Star: Sleeps 11, with 9 on one side and 2 in the counselor quarter.
- #27 Driftwood & Blue Heron: Connected cabins, sleeps 26; 12 on each side and 2 in the center counselor quarter.

Facility Usage Fees
Full Wedding Weekend (Friday-Sunday): \$6,500

Check-in and Check-out

Check-in on Friday must be at 10AM or later.

Check-out must be completed by 4PM on Sunday

If you would like to request times outside of these parameters, please contact our Executive Camp Director, at kathryn@campfiresamish.org to see if we can accommodate your requested times.

Food Service

There are times when Camp Kirby may be able to provide food service. Please contact us to inquire if this service is available when you plan to attend. Food service includes cooking meals, kitchen clean up, and dishwashing. The group is responsible for setting up and clearing off tables for each meal. If food service is provided, a cabin will need to be made available for the kitchen staff.

Full meal service - \$13/meal per person.

Grab-and-go (sack lunch or continental breakfast) - \$10/meal per person

Daily Snack is \$2.00 per person (optional with meal service).

Program Activities

With at least 90 days advance notice, Camp Kirby may be able to provide equipment and trained personnel to facilitate waterfront, archery, climbing wall programs, and other customized programs for youth. Please call the office for details. Payment for Program Activities is due 90 days prior to the first day of the usage period. Cost is \$5 per participant, with a minimum of 25 participants per activity (\$125 minimum). If you are interested in Food Service or Program Activities, please complete the addendums on the following pages, and submit with your Facility Usage Agreement.

Optional Add-ons and Fees

Cleaning Fee - Groups may choose to hire Camp Fire Samish to take care of the cleaning of Camp at the end of their rental. This is done through a one-time \$750 cleaning fee that is added on to your final payment.

Camp Host- Groups may choose to hire a Camp Fire Samish staff member to be on-site and take care of basic host duties (maintaining bathroom cleanliness, emptying trash, answering questions). This service can be added on for \$250 for the weekend.

Need additional staff for your event?- Let us know if you have any other staffing needs for your event - we would be happy to try to help you find staff from our large pool of seasonal camp staff.

Bar Set-up - For an additional \$250 you can rent our bar setup which includes a jockey box that can accommodate 3 kegs. Our staff can attach the kegs for you, but you will need to provide your own bar staff.

Damage/Cleaning Deposit

For wedding rentals, the damage deposit is \$1,000. Fees charged to the damage deposit may include, but are not limited to: physical damage to facilities, site, property, or grounds, failure to adequately clean the site and facilities, failure to follow "Standards and Rules Governing the Use of Camp Kirby," failure to arrive and/or depart at scheduled times, expenses incurred during usage period, use of uncontracted spaces or buildings, and/or theft or misuse of camp property. The damage deposit will be returned in whole, or in part, after a final inspection of the camp by a staff member. Please allow 30 days for the processing of this refund, or longer if damage has occurred.

Included Wedding Rental Items

- 150 stemmed wine glasses
- 125 jar mug glasses
- Chafing dishes (group must provide their own chafing fuel)
- 200 ceramic white plates
- All of Camp Kirby's other standard rental items including tables, chairs, benches, and fully-stocked commercial kitchen.

Special Events Standards and Rules Governing the Use of Camp Kirby

For the safety of all persons using Camp Kirby, the Standards and Rules must be followed. Please review the entire document and distribute it to the adults in your group. Failure to follow the rules may result in additional charges, increase of future damage deposits, immediate dismissal from site, forfeit of damage deposit, and/or refusal of future rentals.

1. The person checking in shall be responsible for ensuring that all "Standards and Rules Governing the Use of Camp Kirby" are followed. They will be the contact person during the facility usage period with Camp Fire Samish staff. All group members' questions or concerns must be directed to the person who checked in, who will then be responsible for contacting Camp Fire Samish staff directly.
2. No firearms or any unlawful activities occur on the site.
3. The facilities, including sleeping areas, shall be used for no more than the capacity shown in accordance with state health law and fire regulations. (See description of individual buildings.)
4. Smoking or vaping any substance is prohibited at Camp Kirby. Smoke detectors may not be tampered with. With prior permission, a tobacco-only, designated smoking area can be established.
5. Beer, Wine, and Champagne are allowed, hard alcohol is not permitted.
6. Fire precautions are to be taken at all times. Fires may be built only in existing and designated fire pits, fireplaces, and wood stoves. All county burning bans must be observed. Candles or camping stoves must not be used inside buildings or on porches.
7. The site must be left clean (inside and out) and free of litter, unless a cleaning fee has been paid. See posted cleanup procedures. All furniture and equipment must be returned to their original locations.
8. No RV's, motorbikes, or off-road vehicles are allowed on the camp property.
9. The group shall not alter any of the buildings, structures, or equipment in any way. No timber, shrubs, or flowers shall be cut, damaged, or destroyed. Graffiti of any kind is prohibited. The group is responsible for setting up and taking down the dining hall tables and benches as well as any other equipment requested by the group.
10. The speed limit on the camp property is 5 MPH. The usage group will be held responsible for excessive wear and tear on the roadway resulting from not following the 5 MPH speed limit. No vehicles are allowed to block roadways.
11. Any damage, needed repair, accidents, or illness must be reported to Camp Fire Samish staff as soon as possible.
12. All vehicles must use the designated route to Camp via Marshall Road, and obey posted speed limits.
13. Personal sports equipment brought to camp by usage groups such as archery equipment, climbing gear, or waterfront equipment must be stored and handled safely for the protection of all persons. Camp Kirby assumes no liability for the loss or damage to personal sports equipment.
14. No specialized activities such as swimming, archery, boating, and climbing wall may be conducted without the prior knowledge and approval of Camp Fire Samish staff.
15. There are no waterfront activities allowed without a certified lifeguard who must also go through an orientation by a Camp Fire Samish staff member.
16. No pets are allowed at Camp Kirby. Service animals as defined by Title II and Title III of the ADA are allowed. Companion animals do not fall under the ADA definition and are therefore not allowed.
17. Due to severe erosion, keep clear of downed trees on the west beach (below Lookout).

Failure to comply with the "Standards and Rules Governing the Use of Camp Kirby" may result in the immediate termination of this agreement and upon demand, the usage group agrees to leave the site immediately without refund. The usage group acknowledges that they have received, read, understand, and agree to comply with Camp Fire Samish's "Standards and Rules Governing the Use of Camp Kirby" and "Usage Group Manual."

Camp Kirby Food Services Addendum

Information:

Group Name	Contact Person	Email
Business Phone	Cell or Home Phone	
Usage period MM/DD-MM/DD/YY		

Food service includes cooking meals, kitchen clean up, and dishwashing. The group is responsible for setting up and clearing off tables for each meal.

Full meal service - \$13/meal per person.

Grab-and-go (sack lunch or continental breakfast) - \$10/meal per person

Daily Snack is \$2.00 per person (optional with meal service).

Meal	Meal time	Your preferred meal time	Number of Days	Number of People	Cost	Total
Breakfast	8:30 AM				\$	
Lunch	Noon				\$	
Dinner	6:00 PM				\$	
Snack*	varies				\$2	

Payment for Food Services is due 90 days **prior** to the first day of the usage period. We must receive your Special Dietary Needs list (next page) 2 weeks **prior** to your rental. Because we plan and purchase food for each group individually, revising meal numbers within 2 weeks of rental will incur additional fees in addition to meal charges. No refund will be issued for meals unused.

Sample Menu – Meals at Camp Kirby are served Family Style, which means that a serving bowl of each component is brought to each table. We also serve everything separately (example, on spaghetti night the noodles, meatballs, and red sauce are all in separate containers).

Breakfast	Lunch	Dinner	Snack
-French Toast -Sausage links -Scrambled eggs -Fruit -Butter, syrup, ketchup -Cereal/Yogurt Bar -Juice, milk, and water	-Sandwich Bar (bread, lunch meat, cheese, lettuce, tomato, onion) -Soup (Chicken noodle and Tomato) -Chips -Cold vegetable sticks -Fruit -Lemonade and water	-Tacos (tortillas, taco beef, cheese, salsa, sour cream, olives, onion, tomatoes, etc) -Tortilla chips -Beans -Fruit -Salad -Cooked vegetable (ex: corn) -dessert (ice cream bar)	Apple slices and string cheese

Special Dietary Needs Sheet

Group Name _____

Usage period MM/DD-MM/DD/YY _____

Camp Kirby may not be able to provide meals for all specialty diets or weight loss plans (ex: Keto diet). A refrigerator is available in the main lodge for individuals that have special diets but do not have allergies or serious medical needs.

Name	Vegan	Vegetarian	Dairy Free	Gluten Free	Food Allergies (Specify)	Other (Specify)
<i>Example: Suzy Q.</i>			✓	✓	<i>Nuts</i>	

Please list **ALL** group members (adult or child) who have special dietary needs. Additional charges will be assessed for late submission or modification of Special Dietary Needs after two (2) weeks prior to usage period.

Camp Kirby Program Services Addendum

Information:

Group Name	Contact Person	Email
<hr/>		
Business Phone	Cell or Home Phone	
<hr/>		
Usage period MM/DD-MM/DD/YY		

Program Services: \$5 per participant, per activity. 25 participant minimum per activity.

- ☐ **Climbing Wall** – 8 participants per hour max
Participants _____ Date _____ Start Time _____
- ☐ **Archery** – 12 participants per hour max
Participants _____ Date _____ Start Time _____
- ☐ **Waterfront - Swimming** – 25 participants per hour max
Participants _____ Date _____ Start Time _____
- ☐ **Waterfront – Kayaking** – 16 participants per hour max
Participants _____ Date _____ Start Time _____
- ☐ **Arts & Environment Activities** – 12 participants per hour max
Participants _____ Date _____ Start Time _____
- ☐ **Other** _____ – max per hour will vary
Participants _____ Date _____ Start Time _____

Payment for Program Services is due 90 days prior to the first day of the usage period.

Policies, Practices, and Procedures For Your Event at Camp Kirby



ROLES AND RESPONSIBILITIES

Usage Groups will provide

- Supervising the guests and their behavior
- Program and supplies
- Bedding
- Firewood
- Liability Insurance
- Health care person (With current age appropriate First aid/CPR & AED certification)
- Medical supplies (First Aid Kit)
- Emergency transportation
- A clean-up crew (Unless you have pre-paid the optional cleaning fee)

Camp Kirby will provide

- Site
- Garbage/recycling service
- Sleeping facilities including camp twin beds with mattresses
- Restroom and shower facilities
- Paper products and other supplies
- Wedding rental items
- Cleaning supplies and equipment
- Program and Service activities as contracted
- Staff for specialized activities as requested

INFORMATION TO HAVE ON SITE

In accordance with American Camp Association standards, we advise all user groups to gather the following information and have it on-site during your rental period for all participants:

- Names and addresses
- Emergency contact names and numbers
- Basic health information including allergies and reactions, health conditions requiring care/treatment, restrictions to activities or accommodations needed while the person is at camp.
- Physician's name and phone number
- For minors without parents on site, birthdate and signed permission to seek emergency treatment or a signed religious waiver.

CAMP TRAFFIC CONTROL

All vehicles must use the designated route to Camp via Marshall Road, following the road signs to Camp Kirby. Speed limits approaching Camp are 20-25MPH. PLEASE respect our neighbors by following all posted speed limits. Upon arrival, all vehicles entering camp property must reduce speed to 5 mph and stop at the gate. Unless you have a designated person from your group directing traffic, the gate must be closed behind each car. This is for your protection, and to keep unregistered guests off of camp property. At the first honk sign the driver must stop and honk their horn to signal people and other cars before descending. Drivers must stop and honk at the bottom of the hill before ascending. It is recommended that drivers lower their car windows so that they can hear others' honks. Cars coming down the hill have the right of way. **There is not room for 2-way traffic on the hill road.** Speed limit of 5 mph must be maintained throughout camp property. If you will be arriving via bus, we will ask that the bus driver exits the vehicle and does a visual inspection of the road before descending. Large charter buses will need to unload participants at the top of the hill. Camp Staff will assist in luggage transport down the hill.

PARKING

We have plenty of room for parking at Camp Kirby, but it can be a tight squeeze! Encouraging participants to carpool as much as possible is greatly appreciated. While there is no designated parking place at Camp, there are a few areas that must remain free of cars. Any trails in camp shall remain free of vehicles. Additionally, the grassy secondary road on the hill near the Cascadia treehouse unit must remain clear in case of emergency. Cars can be parked in main fields, in the grassy area by the upper totem pole, or by individual cabins.

CAMP KIRBY ENCOURAGES STRONG ENVIRONMENTAL PRACTICES

- Camp Kirby has a recycling program that is very easy to follow. Please plan on recycling all cardboard, glass, aluminum, tin, and plastic #1.
- Many of our buildings have lights and heat. Please make sure you turn them off when you are not in those buildings.
- Food in cabins attracts animals, so we ask that you keep food in coolers and other sealable bins so as not to invite critters into your cabins.

We hope you enjoy all the natural beauty Camp Kirby has to offer, and we thank you for helping us keep it that way. If you would like to hear about Camp Kirby's upcoming work parties or fundraisers, please call (360) 733-5710 or sign up for our newsletter online.

KITCHEN RULES/PROCEDURES

1. All groups must comply with the regulations of the State of Washington Health Department.
2. All food prepared in the Main Lodge kitchen must be prepared by persons who hold a current food handler's permit for specific State of Washington Health Department guidelines. Regulations vary according to the size and duration of the facility rental; please see their website for details.
3. Please only use clean and sanitized utensils and equipment during food preparation.
4. To comply with health and sanitation regulations, food service utensils and dishes must be cleaned and disinfected after each use. Air dry before storing under protective cover.
5. Follow the directions posted in the dish room for the automatic sanitizer:
 - a. Dishes and utensils are scraped free of food particles.
 - b. Next, they are washed in hot (minimum 100°) water containing soap or detergent.
 - c. At that point, they are rinsed in clear, hot water (100°).
 - d. Only then, may the dishes and utensils be disinfected using the sanitizer machine or by rinsing again for 30 seconds in a sink with hot (100°) water to which one capful of bleach has been added.
 - e. Finally, they are air dried – do not use towels to dry.
6. Minimize the time that perishable foods remain in the temperature danger zone of 40° F to 140° F.
7. Evaluate and throw out all perishable foods that were in the danger zone too long.
8. Clean and sanitize all food prep surfaces before and after each use.
9. Groups must follow cleaning procedures posted in the kitchen.

Rules, Standards, Risks & Site Considerations

No firearms, other weapons intended to cause bodily harm, or any unlawful activities occur on the site.

Non-prescription drugs or controlled substances (including marijuana) are not allowed any time on camp property. Groups are advised to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.

Smoking is generally prohibited at Camp Kirby. Arrangements may be made to set up a designated outdoor smoking area in a place that is convenient for your group. Smoking of tobacco products may then only occur in that space. Smoking around children and non-smokers is strongly discouraged. Smoke detectors may not be tampered with.

Alcohol for weddings is limited to beer, wine, and champagne. No hard alcohol is permitted. When alcohol is served, insurance must include alcohol coverage.

Fire precautions are to be taken at all times. Fires may be built only in existing and designated fire pits, fireplaces, and wood stoves. All county burning bans must be observed. Candles or camping stoves must not be used inside buildings or on porches.

The facilities, including sleeping areas, shall be used for no more than the capacity shown in accordance with state health law and fire regulations. (See description of individual buildings.) The site must be left clean (inside and out) and free of litter. See posted cleanup procedures. All furniture and equipment must be returned to their original locations. The group shall not alter any of the buildings, structures, or equipment in any way. No timber, shrubs, or flowers shall be cut, damaged, or destroyed. Graffiti of any kind is prohibited. The group is responsible for setting up and taking down the dining hall tables and benches as well as any other equipment requested by the group.

Any **damage, needed repair, or maintenance needs** must be reported to Camp Fire Samish staff as soon as possible. We will do our best to attend to them in a timely manner.

Personal sports equipment brought to camp by usage groups such as archery equipment, climbing gear, or waterfront equipment must be stored and handled safely for the protection of all persons. Camp Kirby assumes no liability for the loss or damage to personal sports equipment.

No **specialized activities** such as swimming, archery, boating, and climbing wall may be conducted without the prior knowledge and approval of Camp Fire Samish staff. There are no waterfront activities allowed without a certified lifeguard who must also go through an orientation by a Camp Fire Samish staff member. Groups wishing to participate in specialized activities must make arrangements with Camp Fire Samish prior to their event.

No pets are allowed at Camp Kirby. Service animals as defined by Title II and Title III of the ADA are allowed. Companion animals do not fall under the ADA definition and are therefore not allowed.

Due to severe erosion, keep clear of downed trees on the **west beach bluff** (below Chapel).

Health Care and First Aid

Usage groups are responsible for providing:

- A fully stocked first aid kit with appropriate supplies.
- At least one designated health care provider for your event. This should be a physician, nurse, or adult who holds current age appropriate First Aid and CPR/AED certification.
- Transportation for non life-threatening emergencies. EMS is available for emergency transportation on Samish Island.

Groups are advised to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.

Emergency Procedures

Camp Kirby's address is 4734 Samish Point Rd. Bow, WA 98232.

Accident or Illness

1. The injured or ill participant should be cared for by your designated First Aider.
2. Depending on the severity of the injury, 911 should be called. Response time for the volunteer fire department and EMS on the island is about 5 minutes.
3. If emergency services are called, please notify the Camp Director/Site Manager at (360) 255-7765 so that they can make arrangements to meet the first responders and provide assistance.
4. Inform the Camp Director/Site Manager of all accidents or illnesses prior to your departure from camp. An Incident Report form (located in this packet) may need to be completed for more serious accidents or injuries.

Fire

1. **Call 911 and notify them of the fire emergency. Also notify the Camp Director/Site Manager at (360) 255-7765 so that they can make arrangements to meet the first responders and provide assistance.**
2. Sound the **Airhorn**, which is located in the main lodge.
3. Gather all of your participants quickly.
4. If you are up the hill, meet in **the field between the climbing tower and the archery range.**
5. If you are down the hill, meet on the basketball court. If the **basketball court** is not deemed a safe place to meet, the **west beach** will be the secondary meeting place.
6. If you are unable to physically get to one of these assigned places, travel off the property and contact someone at camp to let them know where to find you.
7. Assign someone at each spot to check-in participants. **Everyone MUST be accounted for.**
8. Small fires can be extinguished with fire extinguishers located in each building, garden hoses, or buckets of water located near fire pits.
9. All fires, outside of firepits, whether extinguished or not, must be reported to the Camp Director/Site Manager.

Severe Weather and Other Natural Disasters

1. The Camp Director/Site Manager will issue a watch for lightning, tornadoes, tsunamis, etc.
 - a. If an earthquake occurs, follow fire procedures after evacuating all buildings.
 - b. If lightning strikes, make sure everyone in the woods or the water returns to main camp and get everyone inside and dry.

Missing Person

1. Once you notice a participant is missing, have other participants search the nearby area.
2. Once five minutes has passed, the Person in Charge of your groups should be alerted to conduct a full-camp search. The airhorn can be blown to gather all camp participants.
3. Follow fire procedures steps 2-7.

4. If the camper has still not been found, notify the Camp Director/Site Managers to assist in the search
5. When the Person in Charge deems it appropriate (30 minutes max), the police should be called in to help with the search until the camper is found.

Intruder

1. Try to identify if the intruder is violent or posing a threat. If they are, remove all participants from the immediate area. Then call 911 to report the situation and then report to the Camp Director/Site Manager.
2. If you feel safe doing so, politely ask that person to explain their presence. You can direct them to check-in at the Gate House if they are not affiliated with your group. It is not uncommon for curious beach walkers to make their way onto Camp Kirby's property. Most are very understanding when asked to leave.

Active Threat

Most of our emergency procedures involve bringing everyone in Camp into one place to count heads. In the unlikely event of an armed intruder in Camp, bringing everyone into one place would actually make things worse. In this instance, we will initiate the Scatter Procedure. The Scatter Procedure is about damage reduction. In an active threat situation, people will likely be injured, and unfortunately die. The Scatter Procedure is designed to reduce those injuries and deaths.

The Scatter Procedure involves three options: Run, Hide, or Fight – in that order of priority.

- Run – This is the first choice. Gather as many campers as you can, and run away from the threat. In this situation it is ok to break standard rules, and to leave camp's property. If you're on the water in a boat, point that boat away from Camp. Staying as safe as possible, get off the Camp property and to a neighbor's residence. Call 911 and report your location, along with the number of campers you have with you, any other information the authorities ask for, and follow the authorities' instructions.
- Hide – If running is not an option, gather as many campers as you can and try to hide. Where you hide will depend on the number of campers you have with you and your location in Camp. In this situation it is ok to hide in areas that campers are not typically allowed (under Bluebird lodge, buildings within the Bermuda Triangle, etc). Barricade doors and windows with anything that you can. For example, if you're in the main lodge, you can block windows and doors with tables. Stay quiet.
- Fight – If the threatening person is right in front of you, and running or hiding is not an option, your only option is to fight. This is your last option, and your instincts would likely take over in this scenario. Look for items around you that could be used as a weapon. Throw things, kick, tackle, etc.

As law enforcement arrives - Understand that law enforcement's first priority will be to neutralize the active threat. This means that they will not stop to tend to injured people, or assist any of us, until the attacker is stopped. Stay hidden until you are directed by law enforcement to do otherwise. Move slowly, keep your hands visible, and follow directions. Remain calm and quiet so that everyone can hear instructions.

Incident Report Form

Camp Fire Samish - Incident Report Form

This form **must** be delivered to Camp Fire Samish or Camp Kirby Management or mailed to 1321 King Street #3 Bellingham, WA 98229
on the **1st business day after the incident**

Where did the incident occur: _____ Date of Incident: _____ Time: _____

Address (if not Camp Kirby): _____ City: _____ State: _____ Zip: _____

Phone (_____) _____ - _____ Email: _____

Type of incident (circle) : accident | injury | illness | death | behavioral | other (please specify) _____

Will CPS be called? (circle) **Yes** | **No** If CPS must be contacted, see the CPS Reporting Form.

What information will need to be provided on a call to CPS?

1. The name, address and age of the child and parents, stepparents, guardians, or other parents caring for the child.
2. Is the mother or father of American Indian/Alaskan Native Ancestry?
3. The nature and extent of the alleged child abuse, neglect, or sexual abuse, including the nature and extent of any alleged injury or injuries and previous injuries.
4. Any other information that may be helpful in establishing the cause of the child's death, injury or injuries and the identity of the alleged perpetrator or perpetrators.

Affected Person's Name: _____ Age: _____ Phone: (_____) _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian Name(s) (if affected person is child): _____

Address (if different from child's) : _____ City: _____ State: _____ Zip: _____

Phone (_____) _____ - _____ Alternate Phone (_____) _____ - _____

Witnesses / Others Affected: (please attach a separate sheet of names, addresses, phone #'s, email if necessary)

Name: _____ Phone: (_____) _____ - _____ Email: _____

Name: _____ Phone: (_____) _____ - _____ Email: _____

Description of Incident: (describe location, activity, and step by step sequence of events. Include a separate sheet with diagram if needed)

Did the incident result in an injury or illness requiring first aid medical attention? (circle) YES | NO

(if YES, please complete medical attention detail section on back)

If NO, what action was taken: _____

Did the incident result in any property damage: (circle) YES | NO

(If YES, please complete property damage detail section on back)

Was any equipment involved in the incident? (circle) YES | NO If YES, what? _____

What (if any) unsafe conditions/behavior contributed to the incident: _____

Which Emergency Procedures followed in responding to this incident?

☐ Apply First Aid/Call Emergency Medical Services/Both (please circle one)

☐ Report to office: YES | NO Who reported: _____ To whom: _____ When: _____

☐ Contact parent/guardian: YES | NO Who contacted: _____ When: _____ How: _____

☐ If deemed necessary, secured scene for safety and further investigation

☐ Other: _____

Incident Report Continued

MEDICAL ATTENTION DETAIL

Describe Injury or Illness (visible signs/symptoms): _____ _____ _____				
Injury classification: (circle one)	SLIGHT (req. first aid only)	MODERATE (req. medical attention)	SEVERE (potentially life threatening)	FATAL (death)
Affected person refused medical treatment: (circle) YES NO By Whom: _____				
Estimated elapsed time between injury and First Aid: _____ and arrival of EMS: _____				
Was the affected person moved from the scene for medical care: (circle) YES NO By Whom: _____				
To where: _____				
What treatment(s) given: _____ _____ _____				
By Whom: _____ For how long: _____				
Affected person was released to: (circle) return to activity home parent or guardian EMS or hospital/other _____				
Was affected person taken to a hospital or other medical facility: (circle) YES NO By Whom: _____				
Hospital Facility Name: _____		Date/Time Released: _____		
Address: _____		City: _____	State: _____	Zip: _____
Name of treating physician: _____		Date/Time Released: _____		
Affected's medical insurance company name: _____		Phone: (____) _____ - _____		
Policy Number: _____		Group Name: _____		

PROPERTY DAMAGE DETAIL

Property Damaged in Incident: _____	
Extent of Damage: _____	
Non-Camp Fire property owner's name _____ (attach separate sheet if multiple owners/contacts)	Phone: (____) _____ - _____
Owner's Insurance Carrier _____	Phone: (____) _____ - _____

Incident Report Submitted by: _____	Position Title: _____
Signature: _____	Date: _____