



# **Facility Handbook**

## **2025**

**Fees, Policies, Maps, and Directions**

**Camp Lookout**  
**3130 Hwy 157**  
**Rising Fawn, GA 30738**  
**Phone - 706-820-1163**  
**Fax - 706-820-9911**  
**[www.camplookout.com](http://www.camplookout.com)**



Dear Guests,

Greetings from Camp Lookout! We are excited that you have chosen Camp Lookout for your group's retreat.

**Please look over the information contained in this booklet:**

- **Fees and rates**
- **Group policies**
- **Program descriptions**
- **Participant information, Disclosure, Consent, and Release form** (*required if Camp Lookout provides staff to lead activities*)
- **Camp map and directions.**

Please have each participant or parent complete the *Participant information, Disclosure, Consent, and Release* form if Camp Lookout Staff is leading any activities with your group. If you have any questions, please give us a call at 706-820-1163, or email us at [admin@camplookout.com](mailto:admin@camplookout.com) or [info@camplookout.com](mailto:info@camplookout.com).

We look forward to serving you.

Stephen Ward  
Director of Camp Lookout

# CAMP LOOKOUT, INC.

706-820-1163 / Email: [admin@camplookout.com](mailto:admin@camplookout.com) / [www.camplookout.com](http://www.camplookout.com)

## 2025 CAMP LOOKOUT FACILITY AND PROGRAM FEES

### Usage Fees:

|  | <u>Conference</u> | <u>Non-Conference</u> |
|--|-------------------|-----------------------|
| Entire Weekend (2 nights) - per person | \$56.00           | \$60.00               |
| Weeknight (S-Th)/night – per person    | \$28.00           | \$30.00               |
| Day Use (only) per person              | \$ 7.50           | \$ 9.50               |

Day use fee applicable only to those NOT using overnight lodging facilities.

### Facility Minimums:

Lookout Village – requires payment for a minimum of 24 persons

Sunset Lodge – requires payment for a minimum of 12 persons

Hamlet – requires payment for a minimum of 10 persons

**Entire Camp Rental - Groups requesting the exclusive use of all facilities will be required to pay for a minimum of 70 persons.**

Day use rental of facilities - please call for rates and availability

### Lodging Discounts:

Children under age ten: half price for lodging after minimums are met.

Seniors over 65: half price for lodging after minimums are met.

**\*Discounts on lodging and meals applicable only after minimums are met.**

### Program Fees (per person):

Minimum of six participants required for all programs.

|                         | <u>Conference</u> | <u>Non-Conference</u> |   | <u>Conference</u>   | <u>Non-Conference</u> |
|-------------------------|-------------------|-----------------------|---|---|-----------------------|
| High Ropes              |                   |                       | Group Initiatives                                     | \$9.75  | \$12.00               |
| I&II -grades 3-6        | \$20.00           | \$23.75               | Low Ropes &   |   |                       |
| III -grade 7+           | \$30.00           | \$35.00               | Bouldering Wall*                                      | \$9.75  | \$12.00               |
| Caving                  | \$30.00           | \$35.00               | Lake Paddling   | \$10.75   | \$12.00               |
| Rock Climb/Rappelling   | \$30.00           | \$35.00               | Archery   | \$10.75   | \$12.00               |
| Climbing Wall           | \$20.50           | \$23.75               | Slingshot   | \$10.75   | \$12.00               |
| Wall w/Zip-Line         | \$26.50           | \$29.00               | Night Program   | \$ 5.75   | \$ 7.75               |
| Zip-Line (1.5 hours)    | \$14.50           | \$17.75               | Pool (in season)                                      | \$125.00 for 2 hours (per 25), \$30 for each additional <u>hour</u> per lifeguard required. |                       |
| Whitewater Paddling     | \$41.25           | \$46.25               |   |   |                       |
| full day trip (8 hours) |                   |                       |   |   |                       |
| Mountain Biking         | \$19.00           | \$24.25               | <b>*Note:</b> The Bouldering Wall may be used in      |   |                       |
| Off-site Biking         | \$27.50           | \$33.00               | conjunction with group initiatives or low ropes at no |   |                       |
|                         |                   |                       | additional charge.                                    |   |                       |

### **Reservation Deposits: Non refundable or transferable**

|                         |  |
|-------------------------|--|
| Weekend Reservation     | Entire Camp \$1,500; Village \$850; Sunset \$425; Hamlet \$245   |
| 5 Day reservation (M-F) | Entire Camp \$2,000; Village \$1,000; Sunset \$600; Hamlet \$350 |
| Weekday overnight       | Entire Camp \$1,250; Village \$450; Sunset \$220; Hamlet \$175   |
| Day Use                 | \$200.00   |
| Programs                | \$200.00   |

## MEAL SERVICE

Meal service can be requested for either Lookout Lodge or Sunset Lodge. All meals are tasty, home cooked meals including beverages and desserts, with plenty of food for all. Meal service must be requested two weeks prior to arrival at camp. A minimum of 20 meals must be paid for at each mealtime. Minimum numbers can be met by one or more groups. The rates per meal are as follows:

|           |         |         |
|-----------|---------|---------|
| Breakfast | Lunch   | Supper  |
| \$11.75   | \$12.75 | \$14.25 |

- 1) The above rates are per person, per meal. We have various meals to choose from and will work with you to plan your menu.
- 2) A final count must be given to us no later than one week before your arrival. The group will be charged for no less than that final count.
- 3) Each person who is part of the group for which meals are being served will be charged for a meal.
- 4) Above rates do not include snacks.
- 5) Standard mealtimes are 8:00 AM, 12:30 PM, and 6:00 PM. Changes in meal times may be requested by calling the camp.
- 6) Meals are served buffet style. **Groups are expected to set tables at each meal, stack and return dirty dishes to kitchen window after eating, and clean tables and the dining hall after each meal.**

### Meal Discounts:

Children under two years of age: no charge for meals after minimums are met.

Children aged two through six: half price for meals after minimums are met.

## DO YOUR OWN COOKING

There are cooking facilities at both Sunset Lodge and Lookout Lodge. The kitchens are equipped with all the equipment and utensils you will need to prepare and serve a meal. If your group chooses to do this, please bring everything needed for food preparation and clean up. Prices for using the kitchen are per group per meal. This cost covers the usage and maintenance of kitchen equipment.

|         |                         |
|---------|-------------------------|
| Lookout | \$60 per group per meal |
| Sunset  | NO FEE                  |

**CAMP LOOKOUT PROVIDES:** Equipment and utensils for cooking and eating, fire protection, garbage disposal, maintenance of buildings and grounds, utilities, brooms, mops, garbage bags, toilet paper, dish cloths, bathroom cleaning agents, mattresses, basketball goal, GaGa pit, horseshoe pits, horseshoes, playground balls and basketballs, firewood, and instructors for activities (additional fee required).

**YOUR GROUP WILL NEED TO PROVIDE:** Linens, pillows, personal toiletries, food (unless Camp Lookout is providing your meals), snacks, napkins, paper towels, condiments, coffee, sugar, special recreational equipment, meals for lifeguard or other staff (if supplied), and clean up at the end of your stay.

## FACILITIES AT CAMP LOOKOUT

**Lookout Lodge** - The main lodge, providing a commercial kitchen, dining room with a capacity of 150 people, and restroom facilities.

**Lookout Village** - Three cabins situated behind Lookout Lodge. Each sleeps 16, has bathrooms, a living room, and a deck. These cabins also have central heat and air. The Village has a maximum capacity of 48 persons. For groups over 48, other cabins or Sunset Lodge will be reserved. You must pay for a minimum of 24 persons to reserve the Lookout Village.

**The Hamlet Cabin** - This cabin sleeps 14, provides a meeting area with wood burning fireplace, 5 bathrooms with showers (2 are ADA compliant), large deck, central heat and air, and a snack prep area (mini fridge, microwave, coffee maker, and sink). You must pay for a minimum of 10 persons to reserve this cabin.

**Sunset Lodge** - A self-contained unit with central heat & air conditioning that sleeps 24, has four bathrooms (including 8 toilets and showers), a small kitchen, and a living room. A campfire circle, worship area, and a games field (ideal for star gazing) are available for those renting Sunset Lodge. You must pay for a minimum of 12 persons to reserve Sunset Lodge.

**Solar Cabin** - Solar is a winterized cabin that sleeps 14 people. Bathrooms are not located in this facility. This cabin is serviced by the bathhouse.

**Yurts** - These two semi-winterized cabins each sleep 10 people. Bathrooms are not located in these facilities. These cabins are serviced by the bathhouse.

**The Emmaus Chapel\*\*** - A gift from the Chattanooga/LaFayette Emmaus Community, this is a spacious facility with air conditioning and heat, ideal for worship experiences and/or meetings.

**Elliott Pavilion\*\*** - An open-air shelter for picnics and/or meetings.

**Bathhouse** - Situated in the center of camp, this facility provides nice restroom and shower facilities for the Yurts, Solar Cabin, and the Emmaus Chapel.

**Swimming Pool\*\*** - Open June through Labor Day to all groups staying at camp. The pool may be used only when a Camp Lookout lifeguard is on duty (fee required). POOL HOURS MUST BE SCHEDULED AT LEAST 2 WEEKS PRIOR TO YOUR VISIT.

**Outdoor Worship & Campfire Areas** - Vespers Point, Maynard Worship Center, and fire circles behind the office and in the upper field.

\*\* When multiple groups are present at camp, scheduling for the Emmaus Chapel, pavilion, pool, and all other common areas will be done by the director or program coordinator prior to groups' arrival.

### **Self-Directed Activities (no fee):**

|              |                               |
|--------------|-------------------------------|
| Hiking       | GaGa Ball                     |
| Creek Walks  | Fields for Activities         |
| Frisbee Golf | Fire Circles (wood available) |
| Horseshoes   | Lake for Fishing              |
| Corn Hole    | Basketball                    |
| Four-Square  |                               |

## **Program Opportunities**

**Scheduling** - Camp Lookout offers a variety of fun and adventurous program opportunities that can be added to enhance your time with us. Due to high demand for these services and the need to schedule staff, we ask that you contact us no later than one month before your event to reserve these activities. Some activities require additional fees to pay for staffing.

**Personal Recreational Equipment** - Guests who bring sports equipment (i.e. Frisbees, volleyballs, etc.) to camp for their self-directed activities are advised to clearly mark all equipment with owner identification.

**Consent Forms** - Consent and Assumption of Risk forms must be completed before guests are allowed to participate in specialized adventure recreation activities.

### **ADVENTURE PROGRAMMING CLASSES AND DESCRIPTIONS**

(Adventure classes require an additional fee. Please refer to the proper price list for each activity.)

#### **MAXIMUM OF 15 PARTICIPANTS PER ACTIVITY PER TIME SLOT**

**High Ropes Course:** A series of rope, cable, and log elements located approximately 30 feet off the ground. This course is designed to help participants face fears, build self-esteem, and build trust and group support. Our instructors will lead your group through a memorable activity in a safe and nurturing environment. This class requires the use of specialized safety equipment, such as seat harnesses, helmets, and static and dynamic belay systems. This class requires a minimum of three hours to complete for every 15 participants.

**Vertical Play Pen:** A climbing challenge designed for participants middle school age and older. Two participants work together to navigate different climbing elements to reach the top of this 35-foot adventure. Requires a minimum of 2 hours for 15 people.

**Climbing Wall:** Try your hand at rock climbing on a simulated rock wall on-site at Camp Lookout. There are a variety of routes which challenge both the novice and experienced climber. A zip-line is available for those aged 6th grade and older (and an extra fee). Requires a minimum of 2-3 hours to complete for every 15 participants.

**Low Ropes Course:** A series of rope, cable, and log elements located approximately 3 feet off the ground. Individuals work with the support of the group to complete the series of challenges. Group participants are taught spotting skills, which are used to provide safety and care for those on the course. This course focuses on self-esteem, self-confidence, and group responsibility. Requires a minimum of 1 hour to complete for every 15 participants.

**Zip Line:** A zero entry (ground level, no climbing) Zip Line. This is a great low-adventure yet thrilling activity. Allow 1.5 hours per 15 participants.

**Group Initiatives:** A series of elements and situations designed to promote teamwork, compromise, communication, and other life skills. Groups of all ages will have fun as they work together to accomplish “common” goals. In a society which encourages individual accomplishments, this class only rewards group interactions and achievements. This class requires 1-3 hours.

**Bouldering Wall:** This activity can be used as a low ropes type element, or a group initiative apparatus. Participants are challenged to traverse a simulated rock face. The participants are about 3 feet off the ground as group members offer support through spotting. As a group initiative, the group is faced with a variety of challenges. This class requires a minimum of 1 hour to complete for every 15 participants.

**Caving:** Explore the wonders found underground with our trained and knowledgeable staff. Caving is a most fascinating activity that presents many challenges. Class duration can range from 3 hrs. to 8 hrs. (price sheet reflects the cost of a 3-hr. class). \*Off-site

**Rock Climbing and/or Rappelling:** Each of these activities are exciting and challenging. Our staff is very well trained in the latest skills, as well as very experienced in working with groups to help each individual accomplish their goals. Climbing and Rappelling can be experienced individually or in combination with each other. We offer ½ day trips (price sheet reflects the cost of a 3 hour class), full day trips, and multi-day trips. \*Off-site

**Flat Water Paddling:** This is a 1.5 hr. class that takes place on-site at Reflection Lake. Students will learn the basic strokes for the craft they are paddling (e.g. canoes, kayaks, etc.).

**Whitewater Paddling:** This class is an all-day adventure on the Hiwassee Scenic River. We offer several different trips depending on the group’s skill level. We offer a variety of river crafts: minnows (kayak like craft), kayaks, rafts, and duckies (two person inflatable kayak). This is an exciting trip led by very experienced paddlers. Other trips are available by request. \*Off-site

**Mountain Biking:** An exciting way to experience the great outdoors. Our site features many trails developed for the use of bikes. Our staff will work with your group in learning the proper ways to ride and take care of the environment at the same time. This class can take place on-site or off-site. Maximum of 13 participants. Time varies according to needs of the group.

**Archery or Slingshot Range:** Take a break from all the “High Adventure” with a session at our **Archery or Slingshot Range**. These are great activities for all ages – children, youth, or adults. Rain or shine, all will experience success and have lots of fun! Each class requires a minimum of 1.5 hours to complete for every 15 participants.

# **Camp Lookout - Guest Policy Guide**

## **Reservation & Payments**

### **Reservations**

Reservations can be made by calling Camp Lookout at (706) 820-1163. When making your reservation, you will have the opportunity to secure your date with a deposit by mailing in a check or with a credit card. After a reservation is made, you will be sent a confirmation and estimate form via email or USPS.

Please make note of minimum charges for facilities and programs. These minimums are included in the description of facilities, programs, and fees found at [www.camplookout.com](http://www.camplookout.com) or in a copy of the Camp Lookout Facility Handbook (available by mail or email).

### **Deposit and Contract**

A deposit to secure your reserved dates is required. Deposit amounts vary depending on the size of a group (please see website for amounts or speak with a staff person at Camp Lookout). Deposits can be made during your reservation call with a credit card, or you can take up to 10 days to submit a check when you return your signed contract. Your deposit will be subtracted from the final invoice. Until your deposit is received, your reservation is not secured, but you have first right of refusal if another group inquires about the dates you have requested.

Once your deposit is paid and your reservation is secured, you will be sent a contract outlining the details of your reservation. That contract needs to be signed and returned to Camp Lookout at least two weeks before your event.

### **Final Payment**

During, at the end of, or immediately after your stay, Camp Lookout staff will ask for confirmation of your final numbers of participants in order to calculate the total cost of your stay. Your deposit is considered part of your final payment and will be deducted from the total amount due on your bill. Your group will receive an invoice for your final charges, including a payment due date.

### **Cancellations**

Should you need to cancel your event, the deposit, minus a \$50.00 handling charge, is refundable or transferable up to two months before your event. After that time, the deposit is not refundable, nor may it be transferred to another date. Your deposit can only be transferred to another event in the same calendar year. (Those booking an event less than two months in advance should contact Camp Lookout to make arrangements regarding cancellation policy.)

### **Insurance**

All guest groups are required to provide a Certificate of Insurance naming Holston Conference and Camp Lookout Inc. as an additional insured. A copy of this certificate must be provided to the camp at least one week prior to the group's arrival or an additional fee will be added to cover the group under Camp Lookout's liability coverage (for a fee between \$115 and \$265, depending on the type of event).

### **Availability**

Camp Lookout reserves the right to refuse the use of our facilities to groups whose purposes are determined to be inconsistent with the principles and spirit of the United Methodist Church.

## **Arrival and Departure**

### **Arrival**

For overnight groups, check-in time will be 5:00 p.m. or later, unless special arrangements have been made in advance with the Camp Lookout staff.

### **Departure**

Check-out time for groups will be no later than 2:00 p.m. on the last day of the group's stay. If your group prefers to stay past 2:00, pre-arrangements with the reservation staff at Camp Lookout are needed. An additional day charge may be applied for late check-out.

### **Parking**

Guests may park at Lookout Lodge, Lookout Village, Lower Field (near the Chapel), Sunset Lodge, near the Office, in the Upper Parking Lot, or at The Hamlet Area. Guests should only park at facilities where they have reservations for use. Camp Lookout is not responsible for items left in vehicles while on site.

## Facilities

**Facility Use** - We ask that your group use only the lodging and meeting spaces reserved for you because we often serve multiple groups. If you discover during your event that you need additional space, please contact the On-Call Staff. Please respect space used by other groups. Camp Lookout staff will coordinate the schedules of groups to eliminate conflicts in meeting spaces and program areas.

**Linens** - Guests must provide their own bedding, pillows, and towels. All beds are twin/single size beds.

**Food in Buildings** - We ask that you refrain from bringing food into the sleeping quarters of any building in order to prevent the attraction of insects and/or rodents. In the buildings that are equipped with kitchen and dining areas, please make sure to properly store all food items and empty trash regularly.

**Cleaning** - In order to keep our rates affordable and to encourage groups to be good stewards, we ask that your group clean the facilities you've used prior to departure. Groups are responsible for general clean-up: picking up loose trash, gathering all personal belongings, emptying trash cans, and light sweeping. The Camp Lookout staff will assume responsibility for vacuuming, mopping, and restroom and mattress sanitation. An additional \$200 cleaning fee may be added to your group's charges if the buildings you used are not cleaned as outlined.

**Damages** - Upon arrival, your group leader should inspect your assigned facilities and report any damage to the Camp Lookout staff on duty. Your group will be held financially responsible for any damage that occurs to the facilities by your group.

**Environmental Stewardship** - Guests are asked to help us maintain the natural beauty of the camp by not cutting, breaking, or digging up flowers, shrubs, or trees. We also encourage guests to help us reduce camp's impact on the environment by recycling where possible and turning off lights when not in use.

**Quiet Hours** - Because we often serve groups of varying ages and needs at the same time, we ask guests to maintain quiet hours from 11:00 p.m. to 6:00 a.m.

## Food Service

**Meal Service** - Our kitchen can provide delicious home-style meals to help make your event special and reduce the time and effort you need to spend on food preparation. We offer meal packages that make meals affordable for any type of group. Arrangements for meals must be made at least two weeks prior to your event.

**Special Dietary Needs** - Many special dietary needs, including allergies, intolerances, and vegetarian/vegan or dairy-/gluten-free diets, can be accommodated if we are informed of them in advance. Group members with those or other unusual dietary restrictions should contact the camp to discuss their needs.

**Additional Services** - In addition to regular meals, we can provide additional services, such as coffee, snacks, cookouts, and sack lunches, for an additional charge. Arrangements must be made at least two weeks in advance.

**Self Service Meals** - Self service meals are an option at Camp Lookout. Lookout Lodge has a large, commercial/industrial type kitchen. Sunset Lodge has a small kitchen where groups can prepare meals. (Please be aware that this kitchen has limited equipment and may not meet the needs of large groups.)

## Health and Safety

**Emergencies** - Upon arrival, group leaders need to locate a copy of our emergency procedures and a list of people and agencies to contact in case of an emergency. These procedures are found at Lookout Lodge and Sunset Lodge.

**Health Care** - Your group is responsible for providing any first aid or other health care services needed by members of your group. We recommend you obtain a health history and consent for treatment form from all group members. We also recommend your group bring a first aid kit and have someone in the group certified in first aid and age-appropriate CPR/AED certification. An AED is available in Lookout Lodge. In case of a medical emergency, the camp will assist where possible, but your group is responsible for providing emergency care and transportation if required (911 is available; we are in Walker County Georgia). Group leaders are advised to have names and addresses as well as emergency contact names and numbers of all participants and a listing of any persons with known allergies or health conditions requiring treatment, restrictions, or other accommodations while on site. For minors without a parent/guardian on site, signed permission to seek emergency treatment is advised. The on-call staff person has complete details should an emergency arise. Please report all accidents that your group experiences to the Camp Lookout staff for proper record keeping.

**Medication** - Groups should store all medication (both prescription and over the counter) under lock except when in the controlled possession of the person responsible for administering them. Exceptions would be for limited amount of medication for life-threatening conditions carried by participant or staff person as well as limited medication approved for storage in first aid kits.



**Supervision** - Group leaders are responsible for supervising group members at all times. In the case of children and youth groups, we recommend a ratio, found below. We also recommend that groups provide a minimum of two adult supervisors at all times. At least one adult is required to sleep in each cabin that youth occupy. All adults accompanying youth should have undergone appropriate screening and training.

### **Ratios of Supervision**

The following are the recommended maximum number of campers one counselor may supervise.

#### OVERNIGHT CAMPERS

| <u>Age Level</u>    | <u>Max # of Campers/Counselor</u> | <u>Age Level</u> | <u>Max # of Campers/Counselor</u> |
|---------------------|-----------------------------------|------------------|-----------------------------------|
| 5 years and younger | 5                                 | 9-14 years       | 8                                 |
| 6-8 years           | 6                                 | 15-18 years      | 10                                |

**Hunting** - Hunting is not permitted anywhere on camp property. Paintball and Air-Soft guns are also prohibited.

**Alcohol** - The possession or use of alcoholic beverages at the camp is strictly prohibited.

**Prohibited Items** - In addition to alcohol, we also prohibit the possession of illegal drugs, weapons, and fireworks at the camp.

**Smoking** - Smoking is discouraged at the camp and is prohibited in any camp building. Please use designated areas.

**Pets/Animals** - We do not allow pets of any kind at camp other than service animals.

**Off-Limits Areas** - For the safety of our guests, some areas of the camp are off limits to everyone other than camp staff. These include maintenance areas and mechanical rooms. In addition, program areas, including the ropes course, climbing wall, archery range, boating activities on the lake, the swimming pool, and activities prohibited unless supervised by certified staff, are off limits.

**Campfires** - Campfires are permitted in designated locations only. Firewood is available, so groups will not need to bring or cut their own firewood. Please practice responsible fire safety by limiting the size of the fire, monitoring the fire at all times, and making sure it is completely extinguished after use.

**Tornadoes and Severe Storms** - In the event of a tornado or other severe storm, guests should go immediately to the basement of the Emmaus Chapel. This room can be found by going outside and to the rear of the chapel to locate the basement entrance. Remain in the basement shelter until danger from the storm has passed.

### **SAFE PLACES**

All guests expect camps to be **safe places**. The following material focuses on general safety policies and procedures for handling emergencies.

It is proven that in those situations when safety is compromised and emergency action is required, a team response is the response that meets the challenge. The following material is to help prepare your group in case of an emergency situation. We recommend providing your group members with an orientation to camp policy and the different emergency situations (with proper drills) that will help all participants be safe in an emergency situation. Please keep this material with you for quick reference as needed (duplicate information is available in Sunset Lodge and Lookout Lodge). If you need help, please contact the on-call staff.

#### **GENERAL SAFETY REGULATIONS AND RULES**

- Group leaders are responsible for the safety and well-being of participants.
- When all participants are present, please conduct an orientation with your guests, covering general safety rules and other safety procedures. Rehearse emergency procedures for storms, fires, and intruders according to protocol provided below, including identifying safe places.
- Conduct a silent head count of your group at the beginning and end of each activity, rest period, and bedtime. Make sure all group members are present and accounted for.
- Stay on established roads and trails.
- Shoes should be worn at all times (exceptions: bed, bath, pool area).
- Respect other campers' personal belongings.
- Report any sighting of a dog or cat to your group leader. Please do not pick up or pet any stray animal.
- Pranks are not allowed (they usually cause harm to a participant or to property or both).

#### **SAFETY REGULATIONS AND EMERGENCY PROCEDURES**

- Group leaders should understand their particular responsibilities in emergency situations during your stay at Camp Lookout. Possible emergencies could include fire, storm, missing person, intruder, and active shooter.
- All emergency numbers, the camp supervision chain of command with phone numbers, and directions to the camp are posted in each cabin and in Lookout Lodge at the kitchen phone.

## SPECIFIC EMERGENCY PROCEDURES

### **A. Severe Storm/Tornado Safety Procedures**

1. Seek shelter.
2. In case of a tornado/severe storm watch or warning, if time permits, please notify all participants. Please use your digital devices to monitor situations of weather-related threats.
3. If time permits, everyone should gather at the severe storm safety locations – Lookout Lodge or Emmaus Chapel.
4. 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.
5. Stay clear of windows and cover your head and neck with your hands and arms.
6. After the storm/tornado is over, assemble at the Emmaus Chapel to receive further instructions and make sure everyone is accounted for.

### **B. Fire Safety Procedures – Cabins/Buildings**

1. During cabin orientation, show participants the location of the cabin fire extinguisher. Emphasize that it is to be used only in the event of a fire.
2. Test the smoke detector with campers so that they will recognize the sound as the signal for a cabin fire. Identify a location outside the cabin where participants will gather in the event of fire.
3. Show participants the emergency exits.
4. If the fire is minor, fire extinguishers are to be used only AFTER ALL OCCUPANTS ARE SAFELY EVACUATED.
5. If adjacent cabins are in immediate danger of a spreading fire, notify specific cabins to begin evacuation.
6. Participants will then evacuate to the pre-determined\* location where group leaders will count to make sure everyone is present.
7. When a general evacuation of buildings is required, the designated emergency signal is to ring the bell continuously until all have responded by gathering at the designated gathering place.
8. Please contact the Camp Lookout on-duty staff person in an emergency situation.

**\*Designated Gathering Locations - Lower Recreation Field or Emmaus Chapel**

### **C. Power Outage**

1. Report to appropriate on-duty staff member
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 light if needed.

### **D. Dealing with Armed Intruder/ Active Shooter Policy**

If a person with a weapon is seen on site or gunshots are heard (please note: the sound of gunshots is very common in our rural area.)

1. All participants should respond by immediately using **EVACUATE, HIDE, ACT** procedure.

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"><li>• <b><u>Evacuate</u></b></li><li>➤ If safe, retreat to pre-designated locations away from area.</li><li>➤ Leave your belongings behind.</li><li>➤ Keep your hands visible.</li><li>➤ Call 9-1-1 when you are safe.</li></ul> | <ul style="list-style-type: none"><li>• <b><u>Hide</u></b></li><li>➤ Hide in area out of the shooter's view.</li><li>➤ If indoors, lock the door and barricade with heavy furniture.</li><li>➤ Silence your cell phones and radios.</li><li>➤ Lock windows.</li><li>➤ Turn off lights.</li><li>➤ Remain quiet and hidden until authorities give an "ALL CLEAR."</li></ul> | <ul style="list-style-type: none"><li>• <b><u>Act</u></b></li><li>➤ As a last resort, if shooter is in close range and you cannot flee, attempt to incapacitate the shooter. Your chance of survival is much greater if you try to incapacitate him/her.</li><li>➤ Act with as much physical aggression as possible.</li></ul> |
|--|---|--|
2. If possible, gather as much of the following information to give to law enforcement or 911 operator:
    - Location of shooter(s).
    - Number of shooter(s).
    - Physical description of shooter(s).
    - Number and type of weapons held by shooter(s).
    - Number of potential victims at the location.

### **E. Procedures for Dealing with Possible Intruders** (If an unauthorized visitor is observed on site)

1. Group leader should report it to the on-duty staff.
2. Group leaders 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 they have camp business, please ask visitor to call the on-duty staff.
5. If there are any problems, call the on-duty staff immediately.

**Participant Information Disclosure**  
**Consent and Release**

Participant's Name: \_\_\_\_\_

I wish to participate in a Camp Lookout, Inc. adventure camping/recreation event.

I acknowledge that I am fully aware that the activities associated with this event entail certain inherent risks including damage to property, personal injury, and even death. In consideration for being permitted to participate in this activity, I agree to assume all such risks and hereby release and discharge Camp Lookout, Inc. and Holston Conference Camp and Retreat Ministries, Inc., its officers, sponsors, trustees, employees, agents, and other aids and/or volunteers from any and all liability for any and all damage, loss, injury, or death of every kind and nature whatsoever which in any way arises out of my participation in this activity.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliated Campsite: Camp Lookout - 3130 Hwy 157 Rising Fawn GA 30738

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Parent/Guardian Signature (for participants under 18)

**Personal Medical Information**

Date of last Tetanus shot or booster: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Special Medical

Considerations: \_\_\_\_\_

I hereby give permission to the medical personnel selected by the camp director to order X-rays, routine tests and treatment for me/or my child, and in the event I cannot be reached in an emergency. I hereby give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for me/or my child as named above.

I give permission for me/my child to be transported in a private vehicle if necessary.

I give permission for photographs taken of me/or my child to be used for camp publicity.

\_\_\_\_\_  
Signature of parent/guardian or adult camper/staff

\_\_\_\_\_  
Date

***This form may be photocopied for use out of camp.***

Family Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Insurance Subscriber's Name: \_\_\_\_\_ SS# \_\_\_\_\_

Insurance Claims Address:

Pre-Authorization Phone # if required \_\_\_\_\_

Parent/Guardian/Spouse: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**In an emergency situation, use these contacts as necessary:**

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

## *Directions To Camp Lookout*

### From CHATTANOOGA

I-24 to Lookout Mtn. Exit 178 (Broad St. South) then left on Broad St. Go 1.4 mi. and turn left on Tennessee Ave. (This becomes St. Elmo Ave, then GA Hwy 193). Go approximately 8.9 mi. Turn right onto Nick-A-Jack Rd. Take Nick-A-Jack 4 miles to the top. Turn left at stop sign. Camp Lookout is 1/2 mile on the right.

### From KNOXVILLE

I-75 South to GA exit 350 (Ft. Oglethorpe/Battlefield Pkwy, Hwy 2). Turn right onto Hwy 2, and go for 13 miles. Turn Left onto Hwy 193 for 3 miles. Turn Right onto Nick-A-Jack Rd. Take Nick-A-Jack 4 miles to the top. Turn left at stop sign. Camp Lookout is 1/2 mile on the right.

### From ATLANTA

I-75 North to GA exit 350 (Ft. Oglethorpe/Battlefield Pkwy, Hwy 2). Turn left onto Hwy 2, and go for 13 miles (approx.). Turn Left onto Hwy 193 for 3 miles. Turn Right onto Nick-A-Jack Rd. Take Nick-A-Jack 4 miles to the top. Turn left at stop sign. Camp Lookout is 1/2 mile on the right.

### From NASHVILLE

I-24 East to I-59. Take I-59 South to Trenton Exit. Go left over I-59 for 1 block. Right at light on hwy 11 for 1 block. Left on Hwy 136 for 10 miles. Left onto Hwy 157 for 8 miles. Camp Lookout is on left.

### From BIRMINGHAM

I-59 North to Trenton Exit. Right for 1 block to light. Right at light on Hwy 11 for 1 block. Left on Hwy 36 for 10 miles. Left on hwy 157 for 8 miles. Camp Lookout is on left.



