

## MEMO

**TO: Martha White, Town Administrator**  
**FROM: Jemma Lambert, Director Community Services Department**  
**RE: Camp Arrowhead Transitional Summer Plan Details**  
**DATE: 22 May, 2017**

As you are well aware, departmental staff have been quite busy crafting an interim plan for Camp Arrowhead in light of the 2016 fire at that site. What follows is a detailed description of those plans for use and review by both yourself and the Department of Conservation and Recreation.

### Overview

Camp Arrowhead has been in operation from some 55 years, providing special needs/ disabled youth and adults the opportunity to experience a nature-based summer day-camp experience. Campers are paired 1-on-1 with trained volunteers who assist campers with all daily activities.

Managed by the Division of Parks and Recreation, Camp Arrowhead is staffed as follows:

Camp Director\*  
Assistant Director\*  
Volunteer Coordinator\*  
Daily Events Coordinator\*  
Program Specialists (4)\*  
Leaders (2)\*  
Lifeguards (3)\*  
MA Licensed RN  
Volunteers\*\*

\* First Aid/CPR and AED certified.

\*\* All volunteers must complete 8 hours of mandatory training which includes learning about individuals with disabilities, swim testing and team building. All volunteers are CORI/SORI checked as a condition of application.

### Permitting

State licensing requirements are overseen by local Departments of Public Health; Natick's Health Department has worked hand-in-hand with Camp Arrowhead since its inception. We also coordinate closely with the Natick Fire Department to ensure compliance with all Fire Department requirements including evacuation and emergency action plans. We believe the tents will require a permit from the Natick Building Department; we are coordinating this effort with them. We are not extending any electricity beyond that presently available to the bathhouse.

### Insurance

The Town's bodily injury, property damage and liability coverages include Camp Arrowhead.

### 2017 Camp Operations

Our 2017 Season will welcome 31 campers and 35 volunteers each week. Our summer schedule is as follows:

<b>Week Of</b>	<b>Detail</b>
May 29	Removal of fire pit
June 5	Camp set-up (tents, storage, docks, equipment)
June 12	Staff Training, Mock Scenarios
June 19	Staff and Volunteer Training
June 27-Aug 4	Camp Weeks 1-6
August 7	Decamp

### Inclement Weather Plan

In the event that poor weather is forecasted, Camp Arrowhead will move operations to the Town's Memorial School. The relocation of Camp will be made that evening prior and all parents notified.

### Site Plan

The following temporary structures will be located on the Camp Arrowhead site:

- Four 20 x 20 portable tents will be erected each morning and stored each evening on-site as depicted.
- Three portable secure 8 x 10 storage pods will be located on the site where indicated.
- Four accessible port-a-potties will be located on the site where indicated
- The Camp's Nurse's station will be located in the bathhouse's empty office/room where indicated.

### In summary

I am confident that this Department has realistically and effectively prepared for this exceptional summer season at Camp Arrowhead. Parents, volunteers and supporters remain committed to the success of the program and are most appreciative of the opportunity to do so on-site.



- 1 . Four 20 x 20 portable tents
2. Portable secure storage
3. Portable secure storage
4. Port-a-potties
5. Nurse's Station
6. Portable secure storage