

CAMP WRIGHT NARROW LAKE

INFORMATION PACKAGE, RULES and FIRE ORDERS



For Further Information about this document please contact:

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Director, Camp Wright
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Welcome to Camp Wright

Camp Wright is a lease owned and operated by the Air Cadet League of Canada Alberta Provincial Committee for the prime purpose of supporting training of the Royal Canadian Air Cadet Squadrons located in Alberta.

The development of Camp Wright began in 1968. Camp was named Camp Wright after Dr. Wright the resident doctor for Athabasca and one of the founders of Camp Wright.

Our facility is located on approximately 122 hectares of wilderness. This Camp has been carefully planned to bring awareness of the natural environment and provide training site for the youth. Please remember we are in the wilderness respect the nature and wildlife.

The Camp has the following facilities:

- A)** Bill Chrusch- Mess Hall/Kitchen with cooking facilities. Tables and chairs, front deck facing the lake with picnic tables.
- B)** Washroom: Heated Male and Female with 3 toilets each, 3 showers, and 5 sinks, 4 port a pots.
- C)** Cabins: 8 (sleeping quarters) heated by electricity. Accommodates 96 youth.
- D)** Staff Quarters: Mobile Trailer, heated staff/volunteer complete with a common area/office - not used for sleeping.
- E)** Bill Bahry- Directors Cabin-heated with common area, fire place, kitchen, one bedroom, two cots
- F)** Florence Skinner Building: a heated parent/kitchen volunteer accommodation, shared washroom, common area, viewing deck facing the lake accommodates 12.
- G)** Waterfront: (beach, cook shed, fire pit, dock, swimming area) great for canoeing.
- H)** Wood shed: Extra charge for all wood used.

Range area (Air pellet Rifles only)

Several Training sites

Skinner field Air Strip (At this time only used for helicopters)

Camp Wright Staff

Camp Wright is privileged to have dedicated volunteers (some former cadets) who have assisted in the restoration and maintenance of Camp Wright.

The Camp Director or designate if present will identify themselves to the persons in charge upon arrival at Camp.

Camp Staff will maintain all facilities in good working standard and an environmentally safe training area to ensure your visit is a safe and enjoyable stay.

For the Air Cadets

Camp Wright Director

Camp Wright Regulations

All users will provide the Camp with an ETA at the time of Camp Booking (other bookings available with special arrangements through Director, Camp Wright).

- Any cancellations under 45 days full charge will apply
- Any weather condition cancellations within 5 days no charge will apply
- Camp Wright Director/ designate may be in attendance during you occupation of Camp.
- All users will be checked in and out by Camp Director/or designate. A camp briefing will be conducted upon arrival. Users must let the Camp Director know who will be in charge and control while in attendance at Camp Wright. The assigned designate must be present at Camp Briefing for any questions.
- All users will fill out appropriate paper work and provide Camp Director with a nominal role of all personnel in attendance.

Requirements/Restrictions:

- All users will be aware of Camp Regulations posted in the Mess Hall.
- Users except Military/Cadet Units must produce a certificate of Insurance to the Director prior to attendance of the Camp.
- Park all vehicles in the designated parking area.
- **Off highway Vehicles** (ATV's, Snowmobiles etc.) may be used for emergencies only at the discretion of the Camp Wright Director. Only existing trails may be used and all relevant protective Gear must be worn. No youth is allowed on any off-highway vehicles. Speed limit 10 km within Camp will be followed. The vehicle(s) and operation off must comply with ALBERTA REGULATION 319/2002 - Traffic Safety Act - OFF-HIGHWAY VEHICLE REGULATION.
- **No consumption of alcohol** within Camp Wright boundaries.
- **No Smoking** within any Camp Building - Smoking allowed only in designated Smoking Area (Cook Shed by the Lake).
- **It is an offence** under the Alberta Safety Codes Act to tamper with any installed fire protection equipment (fire extinguishers, smoke detectors, CO detectors etc.).
- Only designated training sites and trails will be used. Site and Trail maps are available.
- **Absolutely no cutting** of live trees or stripping of conifers in the Camp or Training area. All grounds and training areas used will be cleaned of all debris before departure from Camp.
- **No use of firearms**, compound bows or pyrotechnics within Camp Wright boundaries.

- Due to excessive environmental damage no balloons, silly string etc. are allowed within Camp Wright boundaries.
- The only range site to be used is the designated range for **air rifles only**.
- Swimming: It is the users responsibility to ensure experienced supervision is present at all times.
- All fire regulations posted will be followed.
- Note Wildlife in the area (bears, moose, elk, deer, coyotes, wolves, beavers tec.) All food is to be kept in the Mess Hall, do not leave any garbage outside. **Please no not feed the wildlife**.
- No pets allowed within any Camp Wright Building – owner is responsible to pick up after their pets.
- Users must **supply their own cleaning supplies, toilet paper, garbage bags, cleaners and other such amenities, including drinking water**.
- **The user is responsible for cleaning all facilities**.
- Should any facility require extra cleaning on departure day Camp Director or designate. Failure to leave the Camp in clean conditions will result in a cleaning levy.
- Garbage items that can be recycled by the user must be taken back with them (i.e pop cans, glass jars etc.) Never leave garbage laying outside. Any garbage that can be condensed will be put in the garbage bin provided by Camp. (Service charges will be applied).
- The user will do a complete ground sweep for garbage.
- The user will not touch any equipment in Camp. If any maintenance problems are experienced the user must report it to the Camp Wright Director/designate immediately.
- The user will be held personally responsible for any incidents.
- Any damages will be billed directly to the user.

The user is accountable for the safe and responsible use of the facility

These Regulations have been approved by the Alberta Provincial Committee- Air Cadet League of Canada.

Approved: 12 January 2008

IMPORTANT PHONE NUMBERS

- a. Medical Emergencies – 911
- b. Fire Emergencies – 911
- c. Police Emergencies – 911
- d. Report a Wild Fire – 310-3473
- e. Alberta Fire Bans Update – 310-3473
- f. Fire Permits – (780) 675-2273
- g. Alberta Poison Control – 1-800-332-1414
- h. Alberta Health Link – 1-866-408-5465
- i. Bear Sightings – 310-0000 (After Hours) 1-800-642-380

ADDRESS FOR CAMP WRIGHT

- a. Located at the south end of Narrow Lake – Off Township Road 651
- b. Legal Title - Recreation Lease 040002: W ½ 7-65-24-W4M & E ½ 12-65-25-W4M

Director of Camp Wright:

Mrs. Wally Johnsen

Phone: 780 – 406-2286

Cell: 780-974-1650

Camp Wright Clean-Up Check list

Cabins:

- Dust pans, corn brooms, wash buckets, mops are located in the Mess Hall kitchen
 - Stoves, when ashes are completely out, remove from stoves using metal shovel provided, dispose of ashes in the provided ash cans (out side) each cabin door. When the task is completed all ash cans are to be dumped in the burn barrels located in the main compound.
 - Restock wood boxes, do not (over fill) box, make sure the lid can close or the wood will get wet. (wood shed is located directly behind main washroom.)
 - Sweep out cabins (Including the beds and underneath the beds)
 - Remove all garbage
 - Wash Floors (only during the warmer season)
-

Washrooms:

- Dust pans, corn brooms, wash buckets, mops are located in the Mess Hall kitchen.
- Sweep and remove all garbage
- Wash down all toilets inside and out, wash floors around toilet.
Female side (Empty napkin disposal containers)
- Wash down all counter tops, sinks, and mirror
- Showers if used wash down all walls, floors and curtains.
- Wash main floor

Port A Pots:

- Sweep floors, wash down toilet seats when necessary
-

Mess Hall:

- Main Mess Hall, all floor area to be swept and mopped, (all wash water is to be dumped outside), large floor brooms are located in back of kitchen, use designated mop pails.
- All walls are to be wiped down.
- Chalk boards are to be cleaned
- All garbage is to be removed
- Front porch is to be swept and all garbage to be removed (only wash floor during warmer months)
- All windows to be closed, front porch picnic tables are to be wiped down if used all garbage to be pick up from around and under deck.

Kitchen Area:

- All counter fronts, tops and cooking prep counters are to be washed down, all juice stains on the counters are to be removed.
 - All cupboards are to be washed down.
 - All sinks are to be cleaned inside and out
 - Stoves tops and fronts, sides are to be cleaned. Tray's under burners are to be cleaned and new foil put on.
Grills are to be cleaned and left dry (do not oil)
All grease traps are to be cleaned (never pour grease down the sink drains) Please pour grease into a can or when hardened dispose of in the garbage.
 - Heat tray unit is to be cleaned of all food spills, and wiped down make sure it is off
 - All garbage is to be removed
 - Sweep all floor areas, under the sink, stoves and in between the stoves.
 - Floors are to be washed
 - All cooking utensils/pots are to be placed back to the appropriate storage cupboard
 - All fridge's are to be cleaned inside and out.
 - Back room mat is to be removed and all floor area to be swept and mopped.
 - Shelves in back room are to be wiped down
 - Wash out mops, and clean buckets of sand, never dump floor pail water down sinks (dump outside)
-

Staff trailer:

- Floors to be swept and washed
 - All garbage removed
 - All windows to be closed
-

Directors Cabin:

- Floors to be swept and washed
 - All counters and sink to be cleaned
 - Washroom sink, shower and toilet to be cleaned
 - counter top and mirror to be cleaned
 - All windows to be closed
 - Fire place to be cleared of all ashes, wood to be piled neatly, flue to be closed.
(absolutely no cutting of wood in the building)
-

Cook Shed:

- Cook shed is to be cleared of all garbage and swept
 - Tables are to be wiped clean
 - Fire pit and fireplace are to be extinguished. All wood is to be neatly piled.
 - Grounds around the cook shed and lake front are to be cleared of any garbage
-

Florence Skinner Building:

- All rooms to be swept and damp sponge mopped
 - Washroom sink, toilet and shower to be washed, counter top and mirror to be wiped down.
 - All garbage to be removed
 - All windows to be closed
-

Grounds:

- All grounds to be cleared of any garbage
- All field sites to be cleared of all garbage and all fires to be extinguished in accordance with regulations.
- Any cardboard from kitchen supplies to be burned in the burn barrels

To maintain Camp Wright as a quality site, there are a few procedures and responsibilities users must accept. Please respect the camp, with your help, this site will be maintained and accessible for years to come, without it, Camp Wright will not be enjoyed by future generations.

Camp Wright Fire Orders

Note: All users of Camp Wright are to ensure they are familiar with the enclosed Fire Orders

FIRE ORDERS

Camp Wright

INTRODUCTION

1. It is the responsibility of all Camp Wright (CW) Staff and User Groups to be fully conversant with these CW Fire Orders in order to comply with the Alberta Fire Code.

GENERAL

2. It is Good Housekeeping that will help to prevent fires. It is everyone's responsibility to maintain the highest standards.
3. These Fire Orders are displayed at the Mess Hall bulletin board. ***"ACTION IN THE EVENT OF A FIRE"*** notices are displayed in each building and barbecue pit location.
4. Cabins/Buildings are equipped with a Smoke Alarm and/or Carbon Monoxide Detector (CO) and an ABC Dry Chemical Fire Extinguisher for your safety – it is an offence to tamper with fire protection equipment.
5. Users are responsible for checking the current fire hazard status through Alberta Fire Bans Update.

Note: Any camp user through their negligence will be billed for all fire fighting Cost.

RESPONSIBILITIES

6. The CW Staff and Person in Charge of User Group are responsible to Camp Wright Director for all aspects of fire prevention.
7. Each Area of the Camp will have a person designated who is responsible for:
 - a. Ensuring fire hazard checks are carried out in their area before being occupied.
 - b. Assisting the person in charge during Emergency calls and alarm drills.
 - c. Accounting for personnel during emergency alerts
 - d. Evacuating their section of the camp during alerts
8. All user group staff must know the whereabouts of any disabled person who is using the facilities and have a plan for their safe evacuation.

SMOKING DISCIPLINE

9. There is to be ***No Smoking*** in the buildings at any time. Places set aside for smokers are at the BBQ Shed located by the lake or fire pit at the back of the staff building (Building77). Cigarette disposal container has been provided for the safe disposal of cigarette butts.

FIRE HAZARD CHECKS

10. The person in charge nominated persons are to ensure that all building(s) in use are checked for the following at the end of the day:
 - a. All appliances are switched off (less computers, printers or photocopying equipment) and unplugged.
 - b. All waste containers are checked.
 - c. All doors and windows are closed to prevent the spread of a fire.
 - d. All fire equipment is located in their designated location.

ELECTRICAL

11. All electrical appliances are to be CSA approved.
12. All users are to check equipment on a regular basis for faults, loose or frayed wires.
13. Sockets are not to be overloaded. The use of extension leads is to be kept to a minimum.

FIRE PREVENTION MEASURES

14. The following is a list of general and common sense measures that will help to prevent a fire:
 - a. Keep fire extinguishers, Exit Doors and Corridors free of obstructions
 - b. Do not allow smoking in any part of the building – smoking only allowed in designated areas – see article 9.
 - c. There will be no smoking in the field training area(s) unless approved by CW Director.
 - d. Carry out checks at the end of the day.
 - e. Switch off electrical devices when not in use.
 - e. Campfires are only allowed in designated areas and are not to be left unattended (Fire Bans are enforced when in affect, check with CW Director).
 - f. Tented areas will require a fire watch and tents require a minimum separation of 6 meters between tents and no open flames of any type shall be allowed inside any tent. Campfires are only allowed in pre-designated areas.
 - g. Camp fires are only permitted in designated areas and are not to be left unattended.
 - h. Filling of lamps and camping stoves with flammable liquids will only be done outdoors away from open flames.

15. Read orders for Action in the Event of a Fire - *Appendix 1*
16. User groups are to ensure that these orders are made known to all their staff and personnel.
17. There should be at least one person from the user group to respond to emergencies and that they are conversant with these Fire Orders.

MEANS OF ESCAPE FOR DISABLED PEOPLE

18. To ensure maximum efficiency in the evacuation procedures, as listed in the building fire orders at Appendix 1, it is essential that all members of the user group are aware of the location of any disabled person using the facilities.

HEARING AND VISION IMPAIRED PERSONS

19. In the event of an emergency, the members of the user group must organise personal assistants for those members with hearing and vision difficulties.
20. The evacuation procedure and means of escape are the same for able-bodied persons.

WHEEL CHAIR-BOUND PERSONS

21. Sufficient assistants must be organised by members of user group for those users who are wheelchair bound. The assistants may be other users if necessary.
22. The route for escape will be different for each of the buildings.

IMPORTANT PHONE NUMBERS

- a. Medical Emergencies – 911
- b. Police Emergencies – 911
- c. Report a Wild Fire – 310-3473
- d. Alberta Fire Bans Update – 310-3473
- e. Fire Permits – (780) 675-2273
- f. Alberta Poison Control – 1-800-332-1414
- g. Alberta Health Link – 1-866-408-5465
- h. Bear Sightings – 310-0000 (After Hours) 1-800-642-380

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Appendix 1 - ACTIONS IN THE EVENT OF A FIRE

1. **BY PERSON DISCOVERING THE FIRE**

- a. Raise the alarm by shouting **“Fire, Fire, Fire”**.
- b. Call the Fire Department using the nearest phone on **911** *(by Supervisory Staff Only)*
- c. Attempt to put out the fire with the available equipment **only if it is safe to do so** *(by Supervisory Staff Only)*.
- d. Close doors/windows and evacuate the building if time permits
- e. Meet the person in charge at the Assembly Point

2. **HEARING THE ALARM NEAREST THE INCIDENT (Smoke or CO Detector)**

- a. Ensure your area is evacuated. Check to ensure any disabled persons have been moved to a safe area, organise assistance if required.
- b. Notify Person in Charge if help is required to evacuate a disable person.
- c. Ensure a roll call of your area staff and personnel has been made and report to person in charge at Assembly Point.

3. **PERSON IN CHARGE**

- a. Upon hearing the alarm check determine location of alarm. Try to confirm that a real fire emergency exists by visual check.
- b. If a real Fire Emergency exists phone the Fire Department using **911** and inform them of the situation.
- c. Attend Assembly Point and confirm with each section that their area is clear. Confirm that Mess Hall, Cabin 8 , washrooms are clear.
- d. Monitor building to ensure nobody re-enters, until given “all clear” to do so.

4. **ALL OTHER PERSONNEL**

- a. Upon hearing the alarm you are to close windows and doors and proceed to the designated **Assembly Point**:

In the area of Lamp Post by Cabin 8

- b. Inform your designated person in charge of your presence and location of anyone you know to be away from your area.

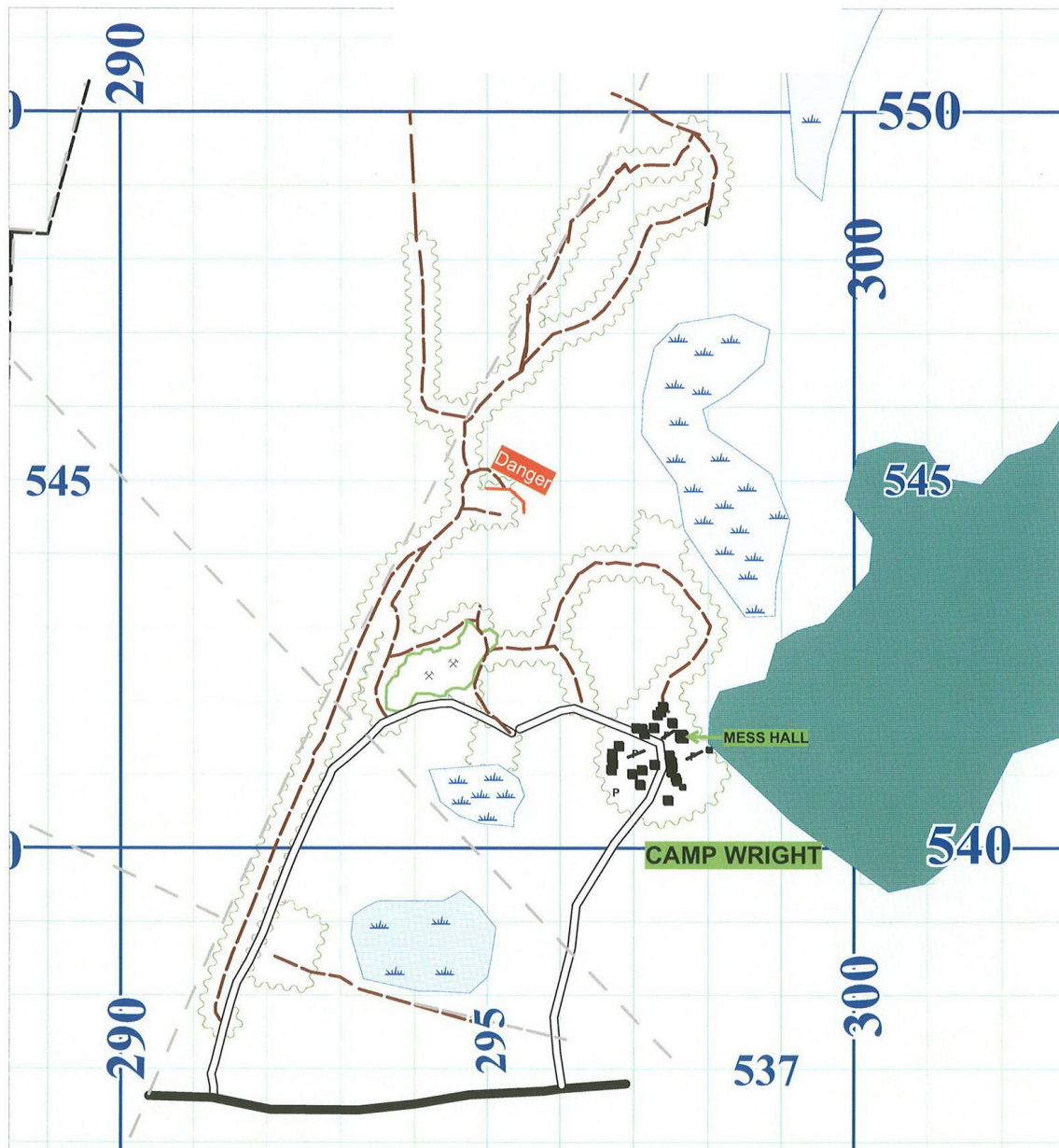
- c. Be prepared to assist as required
- d. DO NOT re-enter the building unless authorized to do so by the Fire Department or Director of Camp Wright

5. OTHER IMPORTANT PHONE NUMBERS

- a. Medical Emergencies – 911
- b. Police Emergencies – 911
- c. Report a Wild Fire – 310-3473
- d. Alberta Fire Bans Update – 310-3473
- e. Fire Permits – (780) 675-2273
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MAP UPDATED May 1 2006

- Road
- - - Hiking trail
- - - Seismic or trail
- ~ Creek/River
- Wet Area
- Large sq 1000m utm grid
- Quarry
- Building

SCALE 1:7200

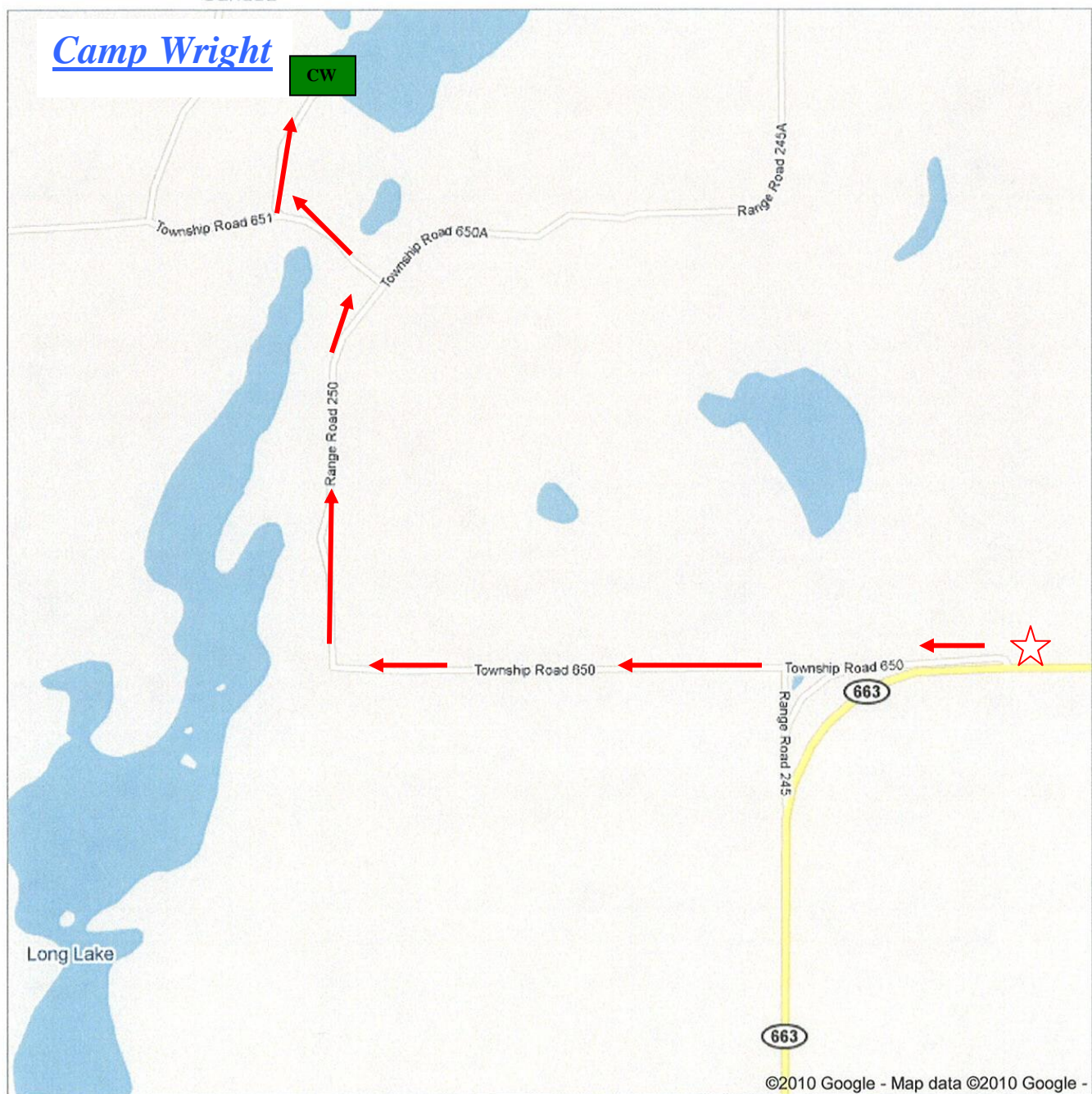
CAMP WRIGHT

Using the Grid
(easting then northing)
MAP REF 11U

Sample	Location	Mess Hall
6 figure grid reference	298542	
8 figure grid reference	29775416	

Approx mean Declination 2006(17 deg 7 min east)
Annual change decreasing 8.5' annually

1°23' True North
Grid north
17° 7' Magnetic North
UNIVERSAL TRANSVERSE MERCATOR NAD83
ZONE 12



Directions to Camp Wright

From Athabasca (North).

Travel south on Highway # 2 to 663 (turn right at Fawcett exit - next exit after Colinton) then follow below directions #1

From Edmonton (South)

Travel North on Highway # 2 in the direction of Athabasca – turn left at Highway 663 (Fawcett) and follow below Directions #1.

Directions #1. Travel west on 663 and turn on to Township Road 650 and follow it around until you see the Camp Wright Signs then follow the sign directions.



Camp Wright Booking Application Form

Group Name:	Mailing Address:

Contact Information:

Name:	Phone #:
Email:	Cell #:

Proposed Arrival Date:

Day:	Month:	Year:
Number of Personnel	Staff:	Other:

I have familiarized myself with the information package on Camp Wright, I fully understand and will abide by the Camp Wright Rules.

Camp Wright Rules are enclosed in the information package and are available at the below web site:

<http://www.aircadetleague.ab.ca/page.php?24>

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Signature:
(Official Representative)

Print Name:

Date:

Please confirm bookings 45 Days prior to proposed date by emailing or mailing completed Booking Application Form to:

Mrs. Wally Johnsen
Director Camp Wright
Air Cadet League of Canada,
Alberta Provincial Committee
8376-162 Avenue
Edmonton, AB T5Z 3K6
Phone/FAX: (780) 406-2286 Email: hjohnsen@shaw.ca

****Note: Director Camp Wright reserves the right to cancel bookings at any time.****