

# ECOC TRIP PLANNING AND APPROVAL INFORMATION

To help with your trip planning and process for approval, we have prepared a short information document that should assist you in the planning and approval of your ECOC visit.



## **Booking Confirmation Process**

1. Submit [ECOC Booking Inquiry Form](#) and receive a Booking Confirmation Email in 1 - 3 days with trip package information.
2. Review trip package information (PDF Agreement in Events Dashboard). This Package Agreement requires a signature from a school agent with signing authority for the school (i.e. Principal or Head of School).
  - a. Upload the signed Package Agreement to the *Forms* tab in the Events Dashboard, along with the program deposit prior to May 1st.
3. Prepare Board required approval forms. The information listed below will help in the preparation of this form. If there are any questions please contact ECOC.
  - a. Please seek approval for listed camp activities based on grade, however, trip itineraries may not reflect the entire list of approved camp activities.
  - b. Please feel free to download a copy of our slideshow template for board approval. [Click here.](#)
  - c. Arrange transportation to and from ECOC based on dates listed in the Package Agreement.
4. After May 15th, a sample itinerary will be provided for review. Changes and alterations can be made as required at this time.
5. Submit the Participant Health Summary Form (under the *Forms* tab of the Events Dashboard) to be submitted 2 weeks prior to the ECOC visit.

## **Emergency Action Plan Information**

**Health Centre** - Centrally located in camp, and stocked to provide care for minor to major injuries and illnesses. There is an onsite nursing student and other First Aid qualified staff, at all times. We also have Emergency First Aid Equipment, AED, and O2 in the unlikely event of a serious medical issue.

### **Onsite Sr. First Aid Persons:**

- 1) Kristina Graham - Standard First Aid + AED, Basic Life Support, Mental Health First Aid, ASIST: Applied Suicide Intervention Skills Training
- 2) Heidi Hayes - Standard First Aid + AED, Mental Health First Aid, National Lifeguard, ORCKA Instructor (Canoeing and Kayaking)

NOTE: While most ECOC employees are trained in First Aid & CPR and can assist in medical situations, all health and medical decisions, health care and emergency first aid is the

responsibility of the Client (school). The client is responsible for the distribution of medication to participants (if required).

**First Aid Kits** - Located at all required activity sites and other common/central locations around property. Kits are inspected weekly.

**Epi-pens** - Students with known severe allergies are required to carry their Epi pen with them at all times. These students will be flagged with an orange bracelet during their stay at ECOC. ECOC also has Epi-pens (adult and youth models) onsite in the Health Centre, Kitchen, and other common areas.

**Emergency Medical Services** - ECOC is serviced through the Parry Sound EMS out of the South River Station which is 10 minutes from camp. (911).

**Hospitals** - ECOC is exactly halfway between Huntsville and North Bay Hospitals. Approximately 45 minutes in either direction.

For Huntsville Hospital (100 Frank Miller Drive): turn left out of ECOC; turn left onto Boundary Rd; take the on-ramp south on Hwy 11; continue to Huntsville; take exit for Hwy 60; turn left onto Muskoka District Rd 3; turn left onto Frank Miller Drive. [Google Map Information](#)

For North Bay Hospital (50 College Drive): turn left out of ECOC; turn left onto Boundary Rd; take the on-ramp north on Hwy 11; continue to North Bay; Continue onto Trans Canada Hwy 17 until you reach the destination. [Google Map Information](#)

**Onsite Transportation** - ECOC can provide a car and driver if for any reason a student or teacher needs a non-emergency ride to a hospital. Schools should consider one supervisor bringing a vehicle during their stay as an additional precaution.

**Emergency Procedures + Communication** - Every onsite visitor will be informed of ECOC emergency procedures upon arrival. This includes our procedures for serious injury, inclement weather, and missing participants. ECOC Staff working with each group will carry a radio for emergency communication. Cell service is strong at camp and can be relied upon in an emergency. The camp landline contact number is 705-386-7702. Overnight Groups will also be provided a radio in the evenings in the event of an emergency while ECOC staff are away.

### **Staff and Facility Information**

**ECOC Staff Qualifications** - All ECOC Staff have a minimum of Emergency First Aid with a valid Vulnerable Sector Check. Activity-specific training for each staff is also provided, which meets the OPHEA or OCA required certification and experience standards.

**Waterfront-** The Waterfront is under the direction of a Certified Lifeguard (NL), and all waterfront and swimming areas meet safety requirements set out by the Health Unit. Specific

water activity instruction will be provided by a minimum of a Bronze Cross-certified instructor. For recreational swims, ECOC Lifeguards have an NL certification and follow appropriate ratios for supervision.

**Swim Screening** - All participants will be required to participate in an onsite swim screen prior to participating in any on-water camp activities. Any unsuccessful students will be required to wear an identifying bracelet and must wear a life jacket at all times on or in the water (including free-swimming). Life jackets are required to be worn by all students participating in all on-water activities (Kayaking, Canoeing, Paddle Boarding).

**Weather / Environmental Considerations** - ECOC Staff will monitor current and forecasted weather conditions and alter scheduled activities rotations as required. No activities will run during severe weather events such as thunderstorms. Light rain will not stop programming but may alter activity to ensure participant safety. ECOC is a designated Sun Safe Camp, and follows appropriate Sun Safe procedures to ensure the safety of all participants. Participants should ensure they bring loose-fitting clothing, a hat, sunglasses, and a minimum SPF 30 sunscreen. ECOC also encourages participants and supervisors to bring insect repellent and/or bug jackets appropriate to the time of year. The months of May/June can be particularly “buggy” so we stress the importance of making sure participants carry these items with them. Other forms of wildlife at ECOC are limited to chipmunks, squirrels, deer, foxes, and other small rodents. Participants are asked to leave all camp wildlife alone and view from a distance, should they encounter anything.

**Facility Condition / Equipment** - ECOC is located on the south end of Eagle Lake with the main camp area being elevated above lake level. Camp and the waterfront are accessed by maintained roads (gravel) and paths (mulch) throughout. There is varying terrain including uneven ground and obstacles (rocks, trees). Biking/hiking trails are maintained to a beginner level of difficulty. Some activities are run in the forest with varying terrain including ground cover, rocks, deadfall, and trees. All program equipment is inspected before use. ECOC ensures that required equipment and elements are annually inspected on a regularly scheduled basis and annually by outside agencies to ensure safety (ACCT, MOH, MOE, SRFD).

**Accessibility** - Main camp buildings and select washrooms are accessible to all participants. Accessible cabins can be assigned upon the group’s booking if required. Each activity area is accessible but not all activities are fully modified for all participant needs. Examples are: each participant can get to the Climbing Wall but might not be able to climb based on their ability. ECOC will do our best to modify activities or schedules to suit the needs of the participant.

**Activities to Submit for Approval**

<b>Grades 1-3</b>	<b>Grades 4-6</b>	<b>Grades 7-8</b>	<b>Grades 9-12</b>
-Swimming* -Mountain Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games	-Canoeing -Swimming* -Mountain Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Challenge Course - High Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games	-Flat Water Kayaking -Canoeing -Swimming* -Mountain Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Challenge Course - High Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games	-Flat Water Kayaking -Canoeing -Paddle Boarding -Swimming* -Mountain Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Challenge Course - High Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games

\*Mountain Biking- specific supervision ratios required (ratio increases for younger grades)

\*Bouldering/Traverse Climbing Wall- climbing heights vary for different ages

\*Swimming - swim screen **must be** completed on-site at ECOC

**Payment**

ECOC will accept Cheques and Direct Deposits. Schools using board-approved funding will not be required to submit a program deposit but proof of funding will be required. ECOC will provide the supervising teacher with an invoice after arrival at ECOC to best reflect attendance numbers and final billing rates.

Please do not hesitate to contact ECOC for more information and any help required to have your visit approved. Thanks again and we look forward to your visit.

**Contact Information**

Program Director: Kristina Graham

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