

CAMP PROGRAM GUIDEBOOK



ABOUT THE PROGRAM • RULES & REQUIREMENTS • FORMS

OVERNIGHTS@LABATTLESHIP.COM • 1-844-4-BB-CAMP (1-844-422-2267)

ABOUT THE PROGRAM

CAMP BATTLESHIP PROGRAM GOALS

- Host Families and Youth Groups on IOWA for a Fun, Memorable and Educational Experience
- Introduce Battleship Campers to Routines and Customs of US Navy Sailors at Sea
- Promote appreciation for the history of Battleship IOWA, US Navy and the LA/San Pedro Harbor

ABOUT CAMP BATTLESHIP

Camp Battleship welcomes youth groups from schools, churches and agencies such as the Boy Scouts & Girl Scouts. All organizations must meet minimum insurance requirements (see required registration form. Campers must be at least 6 (six) years old on the date of their stay.

Groups must have at least one adult chaperone for every 10 (ten) youth campers. Adult group members of the same gender as the children must be present during the Camp Battleship stay for supervision.

*****Chaperones of Camp Battleship will assist Battleship Staff in the supervision of campers.*****

COST

Camp Battleship fee is \$110 per person per night.



INCLUDED IN THE PROGRAM

- Overnight accommodations aboard Battleship IOWA, sleeping in a berth in the enlisted crew quarters (includes mattress only).
- Inside information on the battleship's history including her life at sea, and the wars she fought in, led by our highly knowledgeable staff.
- Participation in a full schedule of tours and activities which promote learning in a fun and exciting environment aboard Battleship IOWA.
- A personalized dog tag and patch commemorating their stay aboard IOWA.
- Enjoy dinner and breakfast in the Enlisted Mess Decks.



DEPOSITS

A **\$250** deposit per group is required to hold the desired date and must be received **2 weeks** after booking the overnight event. The deposit will be applied toward the total fee for your group.

***No overnight date will be confirmed until the deposit is received.**

Make Checks Payable to: **Pacific Battleship Center**

[When sending checks, be sure to indicate your group's name and visit date on the check.]

Mail Deposit to: **Pacific Battleship Center**

250 S. Harbor Blvd.

San Pedro, CA 90731

Attn: Camp Battleship Coordinator

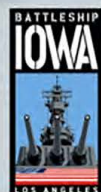


REQUIREMENTS CANCELLATION AND REFUNDS

If your group finds it necessary to cancel a visit, a refund will be granted, minus the non-refundable deposit, only if the Pacific Battleship Center is notified at least 30 days in advance of the date of your reservation. If your group needs to cancel within 29 days or less of your scheduled visit, your funds can be applied to a future rescheduled date or your group's ticketing fees will be considered a donation to the Pacific Battleship Center.

If the ship should have to close due to hazardous conditions resulting from inclement weather, Acts of God, national security issues, or government regulations, your group will have the option of rescheduling or requesting a refund. While every effort will be made to notify all scheduled groups of these unplanned events before they arrive at the ship, the Pacific Battleship Center is not responsible for any inconveniences or consequences that may arise from the cancellation of group visits due to inclement weather, Acts of God, national security, or government regulations.

The Pacific Battleship Center reserves the right to cancel all reservations in the event that the minimum number of participants (25) required to conduct an overnight program cannot be achieved. In this event, we will make every effort to notify all parties of the cancellation at least 7 days prior to the scheduled event. Should the Pacific Battleship Center cancel an event for this reason, all funds will either be returned or held for groups wishing to reschedule. The Pacific Battleship Center also reserves the right to cancel reservations if final payment and camp rosters are not received 2 weeks prior to the scheduled visit, without issuing a refund.



REQUIRED PAPERWORK (All forms are included except Insurance)

Payment in full for all participants must be received by PBC at least 14 days in advance of the confirmed overnight date unless other arrangements are made. Please include the following with your final payment:

- Reservation Form (page 12 & 13):
Note: Please list names as you wish them to appear on dog tags.
- Medical Condition Form (page 14): A list of any medical conditions or special dietary requirements.
- Release and Hold Harmless Agreement (page 15): Required for each child and chaperone.
- Chaperone Agreement (page 16): Must be initialed and signed by each chaperone.
- Standard Photo/Video Consent & Release (Optional) (page 17): Photos of events may be taken for archives, website, or public relations
- Proof of group insurance through a chartering or other umbrella organization such as BSA or GSA.

RULES OF CONDUCT

To ensure a safe and pleasant visit, all participants in the overnight program aboard historic Battleship IOWA are expected to abide by the following rules. The point of contact for the group needs to read the rules to the entire group at one time. The group will be reminded of the Rules of Conduct during the orientation and will be expected to follow them.

1. Comfortable pants or shorts should be worn (no dresses or skirts).
2. Tennis shoes and/or boots need to be worn during all activities (no open toed shoes or high heeled shoes are permitted).
3. No running or "horse-play" aboard the vessel. Adequate adult supervision is to be provided by the visiting organization at all times. After dark, no crewmembers are to leave the battleship or walk around unless accompanied by an adult.
4. All Camp Battleship participants (including adults) must practice a "buddy system" at all times. The environment on board the ship can be very disorienting and travelling in pairs/small groups will ensure your safety and the safety of the ship. At no time should any Camp Battleship participants be by themselves.



Discipline is the responsibility of the group point of contact and adult chaperones.

5. Restricted areas are well marked – Do not enter these areas without the permission of the IOWA staff. Never leave the marked passageway. Do not climb on any straight vertical ladders, guns or other equipment not clearly marked for tours.
6. Do not turn valves, switches, handles or attempt to operate equipment aboard the ship.
7. Everything on board is considered an historic artifact and must be treated with proper respect.
8. At least one adult must sleep in each compartment to supervise group members. Do not use any other compartment for sleeping unless permission has been given to do so. Do not wear shoes while in bunks.
9. The group shall clean all areas occupied and make them available for inspection by PBC staff before departing.
10. For your safety, please follow all rules provided, as well as all directions and any special instructions issued by members of the IOWA staff– we would like to invite you back for a future visit.
11. Any medication for a participant must be taken under supervision.

THE FOLLOWING ARE NOT PERMITTED

Failure to comply will result in removal from ship without benefit of refund:

- Consumption of alcoholic beverages during the course of the visit (either on or off premises).
- Smoking. (Only permitted for adults at designated areas on the pier).
- Firearms, knives, weapons of any kind, fireworks or drugs.
- Outside food (candy, snacks, soda, juice, etc.)
- Fishing equipment.
- Pets or animals.
- Gum chewing.



SAFETY BRIEF

The Pacific Battleship Center welcomes your group on their overnight stay aboard the historic USS IOWA. To ensure your safety during the visit, we ask you to review the following information with the members of your group; the following will be included in the orientation when you arrive.

1. SAFE CONDUCT

Please remember two important points about Battleship IOWA: First, The Big Stick is a naval vessel that was built to be operated by specially trained Navy personnel; Second, Battleship IOWA is a museum ship. These points dictate that each and every member of your group exercise safe conduct. The design and construction of the battleship entails that special care is taken while on board for your personal safety.

- Exercise caution when climbing into and out of bunks, particularly the top bunks. When in any of the upper bunks, be mindful of equipment, pipes, valves, etc. which are mounted overhead.
- Be aware of low overheads (low hanging equipment or fixtures) in the ship – there are potential “head knockers” throughout the ship.
- Do not block any passageways, doorways or ladders with personal gear, boxes, etc. Keep all your supplies safely out of the way.
- Step through watertight doors one leg at a time while holding on to handle.
- Do not run while on board the ship or on the pier.
- **DO NOT TOUCH FIRE SPRINKLER PIPES OR USE THEM TO LIFT YOURSELF INTO OR OUT OF A BUNK THEY MAY BREAK AND CAUSE FLOODING IN THE SPACE.**
- While topside, remain on the designated walkway at all times. Do not lean on or over the lifelines at any time, do not pass the chained off areas on the bow or fantail of the ship. During rainy weather, the deck can be wet and slippery and caution should be exercised.
- Always hold on to handrails and face the ladders when going up or down the ladders.
- Do not bring appliances such as a coffee maker or hot plate for use on board.



2. SAFETY EQUIPMENT

Radios – Carried by each PBC Staff member

First Aid Kit – Located in the Tour Office and AV locker.

Life Rings – Located around the ship.

3. FIRE EMERGENCY PROCEDURE

If an alarm sounds, follow the procedures listed below:

- A EXIT THE SHIP IN A QUICK AND ORDERLY MANNER, MOVE IN THE OPPOSITE DIRECTION FROM THE SOURCE OF ANY SMOKE AND TOWARD LIGHTED EXIT SIGNS.**
- B INFORM GROUP AND IOWA SECURITY IMMEDIATELY, OR CALL 911.**
- C ASSEMBLE IN THE DESIGNATED AREA ON THE PIER.**
- D GROUP POINT OF CONTACT SHALL CONDUCT ROLL CALL AND VISUAL CHECK OF CREW. REPORT THE STATUS OF ROLL CALL TO THE OVERNIGHT SUPERVISOR. IMMEDIATELY REPORT ANY MISSING GROUP MEMBERS.**

4. EMERGENCY PHONE NUMBERS

IOWA Security, by shipboard office phone, dial ext. **730**

IOWA Security, by radio (Channel 1) push talk button, make report of situation and location.

Police/Ambulance/Fire/Rescue: **911**

Harbor Port Police (non-emergency): **310.732.3500**

Poison Control: **911**



TRIP PLANNING

WHAT TO BRING (It is recommended that you bring the below items)

- Personal toiletries
- Sleeping bag and pillow
- Spending money for the gift shop. Security of personal cash is the owners responsibility
- Camera or camcorder (with flash)
- Change of clothes/pajamas (The ship can get cold at night so a jacket or other warm clothes are recommended.)
- Groups are encouraged to bring their own first aid kit!
- Water bottle or bottled water
- Flashlight

WHAT NOT TO BRING

- Food, unless needed for a medical condition. (See below) Food is only allowed in Mess Decks
- Alcoholic beverages
- Gum, candy, snacks

FOOD

Battleship IOWA will provide all food for overnight guests. Groups or individuals are not allowed to bring food aboard. Dinner, dessert and breakfast are served in the mess decks by our catering staff. Please be advised that there is no cooking allowed on board the ship. Eating space is available on the mess decks of the ship where there are tables and chairs.

***Special dietary needs must be identified on the Registration Form**

***Please advise any group members who will be arriving after dinner (served from 1800-1830), that they should eat before arrival.**

DRIVING ACCESS AND PARKING

Guest parking is provided directly adjacent to the ship in the public lot which is operated by the Port of LA. Entry is at the Harbor Blvd at 1st Street or Swinford Ave. The cost is \$20 per 24-hour stay.

Cars should be kept locked when parked. Do not leave valuables in the car. The Pacific Battleship Center is not responsible for theft or loss of personal property. Cars must be removed from the parking area at the time the group departs.

The address is:
Pacific Battleship Center
250 S. Harbor Blvd
San Pedro, CA 90731



OVERNIGHT INFORMATION

OTHER ATTRACTIONS

Battleship IOWA is located on the historic LA Waterfront. There are a number of popular attractions within walking or short driving distance:

- Los Angeles Maritime Museum www.lamaritimemuseum.org
- Fort MacArthur Museum www.ftmac.org
- Cabrillo Marine Aquarium www.cabrillomarineaquarium.org
- SS Lane Victory, historic WW2 Victory ship www.lanevictory.org

Additional information for each of these important sites is available online or with the Overnight Supervisor.

CREW ROSTER

Once you have determined who will be attending the overnight program, fill in the Reservation Request Roster, on page 9 & 10 listing everyone who will be participating and send, email or fax the roster to:



Overnight Coordinator
Pacific Battleship Center
250 S. Harbor Blvd
San Pedro, CA 90731
Overnights@labattleship.com



Remember, we require that there be at least one (1) chaperone for every 10 crew members under the age of 18.

The maximum group size is limited due to the number of available bunks as well as the staffing availability, so please confirm your estimated number of campers prior to submitting the roster.

BUNK ASSIGNMENTS

Bunks will be available for all within the Enlisted Crew's Quarters assigned to that particular group. Individual assignment of bunks is left to group leadership. Almost all of the berthing available for overnights is "open" berthing in the traditional Navy style where all members of a group will be placed within one compartment. For groups with male and female participants, separate berthing options are extremely limited. Of course, male and female restrooms are available. At least one adult supervisor must sleep in the Crew's Quarters to oversee the group members berthed there. There will be absolutely no sleeping outside of the designated berthing areas or on the floor within the compartments.



ACTIVITIES

Camp Battleship is fun! While aboard Battleship IOWA, campers learn the daily routines of US Navy sailors including standing watch and eating in the mess decks. You'll visit the "Zoo" on the fo'c'sle, learn about signaling from the signal bridge and explore the basics of naval gunnery. The tour and other activities can be educational as well with the historical highlights of the ship being presented by specially trained camp guides.

SANITARY FACILITIES

There are several heads (restrooms) aboard IOWA and on the pier. Showers are not currently available aboard Battleship IOWA. Campers are responsible for leaving the shipboard restrooms in clean condition.

CLEANING RESPONSIBILITIES FOR VISITING GROUPS

In general, adopting a "clean as you go" policy will lessen the amount of cleaning you will have to do before your departure. Take care of any spills on the deck immediately to prevent tracking the mess throughout the ship. Trashcans and trash bags are provided for your use. Cleaning gear and supplies are available for use.

Please follow this clause from the Boy Scouts of America's Pledge of Performance:

"We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp, leaving it in a better condition than we found it."



PLAN OF THE DAY

- 1630 ARRIVAL (MUSTER ON PIER NEAR AFT GANGWAY)
- 1700 ORIENTATION BRIEFING
- 1715 MOVE BELONGINGS TO BERTHING (HEAD CALL)
- 1730 MUSTER ON FANTAIL/GUIDE INTRODUCTION.
- 1745 SUNSET COLORS
- 1800 DINNER
- 1830 DESSERT
- 1900 TOURS AND ACTIVITIES (HEAD CALL AS NEEDED)
- 2115 MUSTER ON FANTAIL
- 2130 MOVEMENT TO BERTHING
- 2200 LIGHTS OUT
- 0600 REVEILLE- LIGHTS ON
- 0600-0700 PERSONAL HYGIENE/PACK UP/MOVE GEAR TO VEHICLES
- 0700 BREAKFAST (MUSTER ON FLIGHT DECK)
- 0800 MORNING COLORS/GROUP PHOTO ON BOW
- 0900 RELEASE TO GIFT SHOP/MUSEUM (CLOSE OF PROGRAM)

This Plan of the Day is provided as an example of what to expect from a typical overnight program and does not reflect exact timing or events. The program does begin promptly at 5pm on Saturdays (there is the option of a 6pm start on Friday) unless otherwise noted and will end at around 9am the next morning.



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RESERVATION ROSTER - PAGE 1

(Print or type clearly-names are used to make certificates) (Indicate adults using *)

Group Name: _____ Camping Date: _____

Name (First, Last)	Sex (M/F)
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RESERVATION ROSTER - PAGE 2

(Print or type clearly-names are used to make certificates) (Indicate adults using *)

Group Name: _____ Camping Date: _____

Name (First, Last)	Sex (M/F)
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MEDICAL FORM

Group Name: _____

Date of Visit: ____ / ____ / ____

Name of Visitor with Condition: _____

Basic Description of Condition:

In which part, if any, of Camp Battleship do you not wish to/will not be able to participate?
(Reminder: Battleship IOWA unfortunately does not have wheelchair access to all spaces on the ship).

Please list any allergies the individual may have (Important for menu preparation):

Please list any medications being used by the individual:

If there is any other information which may be helpful to the health or safety of the individual or to the individual's enjoyment of the program, please make note of it below.

Name and Phone Number of Physician: _____



RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of being allowed by the Pacific Battleship Center to conduct an overnight stay on board the BATTLESHIP IOWA on the date(s): _____ at the Battleship's location, Berth 87, San Pedro, CA 90731 (the visit), I, the undersigned, for myself, my heirs, executors, administrators and assigns, and on behalf of any and all members of the group:

[Participants Name] _____ in my care, custody and control, hereby FOREVER RELEASE AND DISCHARGE THE "RELEASED PARTIES" FROM ANY "CLAIMS" WHICH MAY ARISE AS A RESULT OF ANY DAMAGE, INJURY, DEATH, OR HARM TO THE RELEASOR, OR ANY OF THE RELEASOR'S PROPERTY, WHICH DOESOR MIGHT OCCUR:

- (1) During the Visit;
- (2) At any time I am on board the BATTLESHIP IOWA during the Visit;
- (3) At any time I am embarking or disembarking the BATTLESHIP IOWA on the date(s) of the visit;
- (4) At any time I am on any property owned, operated, or leased by the Pacific Battleship Center on the date(s) of the Visit, for the purpose of attending the Visit.

The "Released Parties" are the Pacific Battleship Center and the Port of Los Angeles to include their trustees, officers, employees, agents and assigns, and insurers.

"Claims" is defined as any and all claims and liabilities, potential and otherwise, whether known or unknown, foreseeable or unforeseeable, suspected or unsuspected.

I agree never to commence, prosecute, or cause, permit or advise to be commenced, or assist in any way in the commencement or prosecution of any action, suit, or proceeding against any of the "Released Parties" involving any of the "Claims" released by this agreement.

I, on my behalf and on behalf of my estate, further agree to indemnify and hold harmless all of the "Released Parties" for all losses and expenses in the event (1) of any breach of this agreement by me, and/or (2) that any of the "Claims" released by this agreement is asserted by any of them in the future.

Without limiting and generality of the previous paragraphs, I agree that THIS AGREEMENT EXTENDS TO ANY AND ALL "CLAIMS" RELATING TO THE VISIT WHICH ARISE.

- (1) FROM ANY CLAIMED OR ACTUAL NEGLIGENCE, CARELESSNESS, DEFAULT, ACT OR OMISSION OF THE "RELEASED PARTIES", EITHER INDIVIDUALLY OR COLLECTIVELY, OR
- (2) FROM ANY UNSEAWORTHINESS OR DEFECT OF THE BATTLESHIP IOWA, OR
- (3) FROM ANY OTHER CAUSE RELATED IN ANY WAY TO THE BATTLESHIP IOWA.
- (4) FROM ANY RESCUE OPERATION OR MEDICAL OR OTHER SERVICES RENDERED TO ME BY, OR AT THE INSTANCE OF, THE "RELEASED PARTIES"

I UNDERSTAND THAT THE PURPOSE OF THIS AGREEMENT IS TO RELIEVE ALL OF THE "RELEASED PARTIES" FROM ALL LIABILITY AS IT RELATES TO THE VISIT, REGARDLESS OF THE NATURE AND REGARDLESS OF THE CAUSE. I understand and expressly assume the risk of any and all damage, injury, death or harm, which may occur to me or to any of my property.

I agree to accept and abide by the rules and regulations of the Visit as established by the Pacific Battleship Center and to obey the direction of the Association's representatives.

I warrant that I have read this agreement and understand it. I further understand that its terms are contractual in nature and that in consideration of executing this agreement, I agree that the terms of this agreement shall bind my spouse, children, relatives, heirs, beneficiaries, descendants, executors, and administrators.

THIS DOCUMENT CONTAINS A RELEASE OF CLAIMS. PLEASE READ IT CAREFULLY BEFORE SIGNING. I HAVE READ AND UNDERSTAND EVERYTHING WRITTEN ABOVE AND I VOLUNTARILY SIGN THIS RELEASE AND HOLD HARMLESS AGREEMENT.

Participant's Name _____

Signature _____

PARENT OR LEGAL GUARDIAN IF UNDERSIGNED IS A MINOR:

Parent/Guardian's Name _____

Signature _____



CHAPERONE AGREEMENT

Thank you for volunteering to chaperone for Camp Battleship. You are considered a valuable part of the Camp Battleship experience, as we could not possibly provide adequate supervision of all participants without you. Please read the job description, initial each number, and sign your name below to indicate that you agree to the responsibilities expected of you. Please call if you have any questions regarding these requirements at 1-844 4 BB CAMP (1-844-422-2267).

1. All Chaperones will arrive **ON TIME** with their group and remain for the duration of the Camp Battleship. Chaperones will follow the schedule and assist with all activities.
2. Chaperones will directly supervise their group of participants at all times. **UNSUPERVISED PARTICIPANTS WILL NOT BE TOLERATED.** Chaperones will escort unsupervised participants back to their assigned groups.
3. Chaperones who smoke **MAY NOT DO SO IN FRONT OF PARTICIPANTS.** Please refrain from smoking until your assistance is not needed, (After Lights Out) and only do so on the pier, this is a smoke-free memorial.
4. Restricted areas are well marked for your safety. **DO NOT** enter these areas. **NO ONE** is permitted to climb on restricted ladders, gun mounts or lifelines.
5. Chaperones will keep a positive attitude and be flexible if unforeseen problems arise during the Camp Battleship. If you have a grievance, please talk directly to the Camp Battleship Supervisor. Chaperones using inappropriate language/behavior will be asked to leave.
6. Discipline is the responsibility of the group point of contact and adult chaperones. Chaperones experiencing disciplinary problems with participants will take appropriate action to control the conduct of those under their supervision. If necessary, notify Camp Battleship staff if assistance is required.
7. Chaperones/adults in attendance may not bring other unregistered children without the permission of the Camp Battleship Supervisor, or the group POC.
8. Chaperones must be aware that they may be called upon to provide direct assistance as requested by the Camp Battleship Staff.

I have read and will comply with the above statements.

Printed Name

Chaperone Signature

Date



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IMAGE/PHOTO RELEASE FORM

We/I, _____, hereby grant the Battleship IOWA permission to use the images of _____ for any and all marketing, publication and publicity purposes, including brochures, news media, exhibition, website, without payment or any other consideration. We/I hereby irrevocably authorize Pacific Battleship Center to edit, alter, copy, exhibit, display, publish, distribute, or create derivative works of images for the aforementioned purposes and materials stated above and waive the right to inspect or approve the finished product. Additionally, we/I waive any right to royalties or other compensation related to the use of the images. We/I have read this release before signing below and fully understand the contents, meanings, and impact of this release.

Signature

Date

Printed name

Phone Number

If the person is under eighteen years of age, the parent or Legal guardian of the person should sign below.

I am the parent or legal guardian of and do hereby consent and grant my permission to all of the foregoing.

Signature

Date

Pacific Battleship Center Witness/Representative

Date

