



Camp Mikell
The Camp and Conference Center
of the Diocese of Atlanta



Guest Information

Accommodations: We have a total of 243 beds, 164 in dormitories and 79 in semi-private rooms. Our Upper Campus rooms have two beds in each room Sims and Smith Cottages have shared bathrooms, 1 bathroom per 2 bedrooms, all other cottages have private restrooms in each guest room . Our Bishop Child Retreat Village rooms have two double beds and a private bath in each room. Towels and bed linens are provided in the cottage and retreat village rooms. Guests need to bring their own towels and bed linens when staying in dormitories.

Reserved Spaces

Multiple groups may be visiting Mikell simultaneously. Each group has designated lodging and meeting spaces that are reserved for their stay. Please do not enter spaces that are not reserved by your group. Our Dining Hall, Walker Lodge Lobby, and outdoor areas and trails are communal spaces unless booked separately ahead of time.

Meals: Meals are served at the following times unless special arrangements are made:

Breakfast	8:00am.-8:30am
Lunch	12:00pm.-12:30pm
Dinner	6:00pm.-6:30pm

Group Coordinator: All arrangements should be made through one person from your group. Clearances, invoicing, problems, etc. will be dealt with through this Group Coordinator. This person should check-in at the Mikell office upon arrival to pick up room keys and turn in liability waivers. The Group Coordinator, or those assigned by the coordinator, is responsible for: supervision of the group and their behavior, any recreational activities (except the ropes course/climbing wall which will be led by the Blue Ridge Staff and the pool which will be supervised by a certified lifeguard); and screening of user group staff for those responsible for minors.

Check In/Out Times: Check-in is 4 p.m. on your arrival date; check-out is 11 a.m. from rooms, 2 p.m. from conference areas on your departure date. If your group requires different check in/out times, please coordinate this with the Mikell office for an additional fee.

WiFi Internet Access and Cell Service: WiFi can be accessed through the open Mikell Guest network in Upper Camp. WiFi is currently not available in the Retreat Village. To receive calls through WiFi you may need to turn on wifi calling on your device. Cell coverage for most carriers is available in the courtyard and parking lot, with intermittent coverage throughout camp. Please plan accordingly.

Healthcare While at Camp Mikell: we advise at least one person from your group be certified in CPR/AED and First Aid by a nationally recognized provider. We provide no healthcare services/supplies. *All groups will ensure that medications are locked unless under the controlled possession of the individual responsible for administering them.*

Alcoholic Beverages: Although the use of alcoholic beverages is not prohibited, it is not encouraged. It is expected that consumption will be moderate and confined to guest rooms or specially assigned areas.

Alcoholic beverages will not be left out unattended or overnight in public areas. Non-legal use or abuse of alcohol and/or the non-medical use of drugs will not be tolerated. Persons abusing this policy will leave the property.

Smoking and Vaping: Smoking and vaping is prohibited in any guest rooms, all public buildings at this facility, and around non-smoking guests and children. If a smoking area is required during your stay please coordinate with your group leader to designate an area away from other guests. All cigarette butts must be extinguished and disposed of properly. Your cooperation is appreciated.

Firearms: Firearms are not permitted on Mikell Property.

Pets: Due to health regulations and for the convenience of other guests we do not allow pets at Mikell. Registered service animals that perform specific tasks associated with an owner's disability are welcome.

Management: Mikell Camp and Conference Center is owned and operated by the Episcopal Diocese of Atlanta, under the care of Executive Director, Jessica LeFiles. We can be reached at: Mikell Camp and Conference Center, 237 Camp Mikell Court, Toccoa, GA 30577, (706) 886-7515. In case of an **emergency**, contact your weekend host, or the staff on call.

Directions & Vehicles: Take I-85 North from Atlanta. Take I-985 North from Gainesville, where I-985 becomes Rte. 365, continuing approximately 45 minutes. Take the Toccoa/Lavonia Exit. Continue about 4-5 miles to the second traffic light. Turn left and follow Rte. 184 into Toccoa, approximately 4 miles. Turn left at first traffic light, Broad St. Turn right on second street on right, Tugalo St. Turn left at fourth traffic light, Prather Bridge Rd. Prather Bridge Rd. is a continuation of Rte. 184, follow 3.4 miles out of town. After reaching the bottom of a long hill and crossing a small bridge, watch for a sign pointing left and reading "Mikell Conference Center". Turn left on Camp Mikell Rd., follow this winding road 2 miles directly into Camp Mikell.

*Please park only in designated parking areas so that emergency vehicles have access to all roads.

*******IN CASE OF AN EMERGENCY*******

In an emergency, please dial 911. If using an office phone, don't forget to dial a 9 first, wait for a dial tone, and then 911. Our address is 237 Camp Mikell Court, or advise that you are at Camp Mikell. Please advise to the best of your ability where in camp the emergency is and what type of emergency. Do not hang up until advised to do so. It is helpful to send someone to the front gate to direct emergency vehicles to the exact location.

AED, first aid kit, and emergency phone are located in Walker Lodge to the right of the door to the coffee area. They are for emergency use only.

Mikell Code of Conduct

All conference center guests are expected to live by the standards listed below. (Please note that youth participating in conference events at Mikell are under the responsibility of their leaders and chaperones.)

1. Care for the natural beauty of Mikell, respecting all animals and plants, and helping to keep the grounds clean.
 - a. Please pick up your trash; recycle your aluminum, plastic, and glass.
 - b. Stay on marked paths. Please don't use erosion trails.
2. Care for material possessions at Mikell (the buildings, furniture, equipment, etc.); things which are for us to use and enjoy with good judgment.
 - a. No writing on anything, anywhere.
 - b. Do not enter off-limits areas: the kitchen loading dock, maintenance building, ropes course (high and low), climbing wall, linen house, Nature Center, and the creek (youth in the creek must be under adult supervision)
 - c. Take responsibility for any damage. If you have broken something, please tell us.
3. Respect the rights of other guests in our community:
 - a. Please be quiet between 11 p.m.-7 a.m.
 - b. Respect others' property.
 - c. Stay in your group's designated area.
 - d. Mikell is not responsible for lost, stolen or damaged personal property.
4. Guests under 21 may not have alcohol or tobacco products, and no guest may have illegal drugs. Guests violating this standard will be asked to leave.
5. Always wear shoes outside of sleeping areas. This is especially important to protect against foot injury and snakebites.
6. Youth should not be in sleeping areas without adult supervision.

Note to Chaperones of Young People (i.e., adults age 18 or older who have been screened and assigned by the user group coordinator): We ask your cooperation in helping uphold the above standards for children and youth, and we ask you to be attentive to your group while here. Most groups of young people love being here and care for the property, but occasionally we have a group which is unruly and destructive. This is almost always when the chaperones are not paying attention.

Please be with your young people during their periods of free time. This is when safety problems can occur and it is during free time that we sometimes experience vandalism. Please note that we will charge your group for any malicious damage in dormitories or other areas of Mikell.

We require that there be one chaperone for every eight youth and that they will stay in the dormitories with the kids.

Thank you for abiding by these expectations. By working together, we can create a positive and enjoyable stay for everyone!

EMERGENCY PROCEDURES

All personal cell phones can be connected to wifi calling for use in emergency situations. An emergency phone is located in Walker Lodge above the AED. Dial 9, 911, then press the green button twice to call.

Our **address** is: 237 Camp Mikell Court
 Toccoa, GA 30577

We are at the end of Camp Mikell Road off of Prather Bridge Road.
In an emergency, send someone to Mikell's front entrance to direct emergency vehicles to the site of the emergency.

Police, Fire, Ambulance: 9-911

Poison Control: 9-1-800-222-1222



Fire extinguishers are located at each dorm, each retreat village building, and throughout camp common spaces. Please make yourself familiar with their locations.

First Aid and Emergency Care: Groups are responsible for first aid and emergency care. An AED is located in Walker Lodge along with a small emergency First Aid Kit. Please ask a staff member if you need additional first aid supplies.

Intruders: If you encounter an unknown person, please ask their business and refer visitors to the office. If you feel threatened, contact Mikell staff or call 9-911.

Tornados: If a sound like a freight train is heard, a funnel cloud is spotted, or the weather service issues a tornado warning, a tornado may be imminent.
Do not wait for a warning to take cover if you feel that a safe location is warranted.

All persons should take cover in one of the following locations:

- Dormitories: In the bathrooms away from the windows
- Dining Hall (Nelson Hall): The stairwell and store room below the kitchen, accessible through the door in the coffee room next to the lobby and through the kitchen

IF THERE IS NO TIME TO SEEK SHELTER guests should get under their beds. Other safe areas, if a dormitory and kitchen are not accessible, would be:

- The back of the chapel
- A ditch or depression if one of our lower field areas

THE FOLLOWING BUILDINGS ARE NOT SAFE IN A TORNADO AND SHOULD BE EVACUATED:

- Walker Lodge
- Wilkins Hall (Old Dining Hall)
- Nelson Dining Hall
- All Upper Cottages



FIRE OR OTHER EMERGENCIES REQUIRING EVACUATION

1. If it is safe to do so, a staff member will go to each guest area to alert guests. If you smell smoke, see a fire, or hear a smoke alarm, exit the structure immediately and notify those around you and a staff member. Call 9-911 from a safe location.
2. Guests are to evacuate to the main parking lot or the Retreat Village parking lot where a headcount will be taken. Be aware of incoming emergency vehicles. **PLEASE DO NOT LEAVE THE PROPERTY!**
3. Recognizing that emergency vehicles will be gaining access to the property if a fire or other emergency is in camp, guests are not to be in driveways or roads.
4. Mikell employees will facilitate headcounts and evacuations. Please do not question their authority. In an emergency, it is important that those trained in these procedures be allowed to act without interference.
5. Do not go back into a building that you have evacuated.

Thunderstorms: Guests should recognize that severe weather can occur quite rapidly, especially during the spring and summer. Lightning often strikes ahead of storms, therefore if thunder is heard, all persons should move away from:

- All fields
- The Ropes Course
- Ridges (hiking)
- The Pool
- Any open areas
- Tall structures
- Power line

SEEK SHELTER IMMEDIATELY!

Other safety policies:

- No one may possess a firearm at Mikell.
- No fireworks are permitted on Mikell property.
- No one may ride on Mikell property in a vehicle not designated for passengers, including trailers and the back of pickup trucks.
- Emergency transportation is available through the Stephens County EMS, accessible through 9-911.
- The address for Stephens County Hospital is 163 Hospital Drive, Toccoa, which is off of Falls Road/Hwy 17 North. Phone number for Stephens County Hospital 706-282-4200. Med Access, an after hours clinic, is located at the Toccoa Clinic, 58 Big A Road. Phone number to Med Access: 706-886-3148.
- Pool regulations are outlined in a separate document at the pool. All lifeguards have been instructed for all groups to follow these rules.
- **NO GUEST MAY USE THE POOL WITHOUT A CERTIFIED LIFEGUARD ON DUTY.** Said lifeguard must possess a current CPRO certification that is on file with the Mikell office..
- Please report to your weekend host or other staff member any injuries or illnesses occurring at Mikell that requires professional medical care.

Procedures to handle media inquiries: All media questions should be referred to the Mikell Executive Director. It is Mikell's policy to give media personnel accurate information in a timely manner. Talking with a member of the media about an incident involving Mikell Camp and Conference Center could be harmful to Mikell by relaying inaccurate or opinionated information. Therefore, please let the Director or designated staff member respond to media inquiries.

Have a safe and happy visit!

