

Sunland Operating Procedure  
SOP 160-2

State of Florida  
Agency for Persons  
with Disabilities  
Sunland Center  
May, 30, 2010

SUNLAND  
WILLIAM J. (BILLY JOE) RISH RECREATIONAL PARK

1. Purpose. To provide standards of operation to be applied at the Sunland/William J. Rish Recreational Park at Cape San Blas in Gulf County, Florida. Through the use of this operating procedure the Agency for Persons with Disabilities and Sunland Center can maintain a high level of uniformity, quality and accountability for the day-to-day management and operation of this unique facility.
2. Scope. This operating procedure applies to all staff assigned to the park, all users of the park, including individuals served by the Agency for Persons with Disabilities, and persons with disabilities of the State of Florida, their parents, guardians and/or caregivers. A copy of this procedure shall be posted on a bulletin board at the park and a copy will be sent to all major users of the part facilities.
3. Philosophy. The Sunland/William J. Rish Recreational Park was designed to provide accessible and safe outdoor recreational opportunities to serve persons with disabilities of the State of Florida. The Park is intended to broaden the socializing contacts of persons with disabilities who live in the community as well as in APD residential programs.
4. Definitions.
  - a. Sunland/William J. Rish Recreational Park: The Park consists of 98.5 acres with relatively barrier-free recreational and lodging areas. The east boundary is 1,000 feet on St. Joseph's Bay Beach. The West Side of the Park is 4,240 feet of beach on the Gulf of Mexico. The Park has an accessible Olympic-size swimming pool, a lodge, six dormitories, and two family cottages.
  - b. Lodge: The lodge is the main building where large groups can gather for mealtime, recreational activities or meetings. Users of the lodge must adhere to the rules as set forth in Section 10 of this operating procedure.
  - c. Dormitory: There are six dormitories, three with cooking facilities. Each dormitory contains sleeping accommodations for sixteen individuals and includes accessible bath facilities. There should be at least seventeen individuals (disabled persons and family members/caregivers) making reservations in order to reserve more than one dormitory.
  - d. Family Cottage: There are two family cottages. The cottages are primarily for use by families and can accommodate a maximum of seven individuals.
  - e. Person(s) with Disabilities: Including
    1. Physical Disability: Impairment related to the body, including but not limited to, cerebral palsy, blindness, deafness, muscular dystrophy and spinal cord injuries.

2. Mental Disability: Impairment related to mental illness.
  3. Developmental Disability – refers to a variety of conditions that interfere with a person's ability to function in everyday activities. Chapter 393, Florida Statutes, defines developmental disabilities as spina bifida, autism, cerebral palsy, Prader-Willi syndrome and mental retardation.
5. Park Staff Responsibilities. For detailed information regarding specific duties, please refer to the individual position descriptions.
- a. Resident Park Manager: This person is responsible for the management and operation of the Park on a 24-hour, day-to-day basis. The Park Manager is responsible for supervision of other Park employees; for assisting programs or agencies in developing and organizing recreational activities for visitors; for overseeing the security and maintenance of the Park; for providing information to Park visitors and the general public; planning for and requesting needed supplies for maintenance and general operation of the Park, etc.
  - b. Reservations Coordinator: This person is responsible for scheduling reservations for all groups/visitors and is physically located at Sunland Center.
  - c. Superintendent of Sunland: This person is responsible for supervising the Resident Park Manager; for managing the budget for the Park; for approving invoices and purchase orders, etc.
6. Use of the Park.
- a. The Park will be used by Florida residents and visitors with disabilities, and by their accompanying families, guardians, and/or caregivers.
  - b. Sunland Management may approve the use of the Park for Agency for Persons with Disabilities staff on a space available basis for official training or other business purposes.
  - c. The Park will be available for use twelve months a year.
7. Reservations.
- a. Reservations should be made at least two weeks in advance for use of the cottages, dormitories, camping areas or lodge. Reservations are not required for one-day visits unless the use of living or lodge facilities is desired. However, day visitors during weekdays must call the Reservations Coordinator to advise of how many people to expect. During weekend day visits, the Park Manager should be called.
  - b. Reservations will not be accepted more than three months in advance.
  - c. Facilities normally may be used for a maximum of seven consecutive days. Extended visits will be handled on a case-by-case basis.

- d. Interested users will contact the Reservations Coordinator to obtain an application. The Reservations Coordinator will ascertain the proposed dates, discuss Park policies and make tentative reservations on a master calendar.
- e. The Reservations Coordinator will send an application, a fee schedule, a map and park rules to the applicant.
- f. The applicant will return the completed application and a check or money order to the Reservations Coordinator at the address listed on the application form.
- g. The Reservations Coordinator will keep a log to assist in proper record keeping. If the Reservations Coordinator does not receive the application in a timely manner, she/he will call to determine the status.
- h. The Reservations Coordinator will confirm or deny the reservation upon receipt of the necessary information.
- i. The copy of the application will be kept in a suspense file, by date, until the individuals/groups arrive. The Park Manager will review the rules and application with the responsible individuals and conduct an inspection for the use of the facilities.
- j. The inspection report will be signed by Park officials and the responsible person to verify that the living/lodge areas have been inspected before and after the visits and that condition of the property was agreed to by both parties.
- k. All of the information regarding the individual's /group's stay will be kept in a folder, filed by name.

#### 8. Fees.

- a. Admission for one-day visits (without the use of any living or lodge facilities) will be \$5.00 per day per person
- b. Charges for all overnight guests, will be \$15.00 per night; per person (for large groups that rent the entire park, \$650.00 per night; per group)
- c. Sixty (60) or more guests not renting the entire park, \$10.00 per person, per night.

#### 9. Use of Lodge.

- a. The lodge may be used for cooking, dining hall, recreational activities and meetings. All activities must conclude by 10:00 p.m., and the lodge must be cleaned (cooking equipment, floors swept, tables wiped off, etc.) and locked no later than 11:00 p.m.
- b. Reservations must be made to use the lodge.
- c. The Resident Park Manager will coordinate use of the lodge when more than one group is in attendance.

#### 10. Water Areas.

- a. Life saving equipment such as vests, tubes, ropes and hooks will be available in the pool area.
- b. Swimming Pool
  - (1) All applicable local health department rules will be adhered to in the maintenance and upkeep of the pool.
  - (2) Rules for the area will be posted (refer-Attachment E)
  - (3) Swimming is only permitted when qualified adult supervision is provided.
- c. Gulf and Bay side.
  - (1) Swimming is only permitted when qualified adult supervision is provided.
  - (2) Proper safety precautions should be followed when individuals/groups are on the beach.

#### 11. Emergencies.

- a. Individuals/groups must have a passenger vehicle with a qualified driver available at all times while visiting the Park.
- b. Accidents, injuries or illness requiring medical attention will be handled through the emergency room at the Bay Medical Center, Panama City; Gulf Coast Medical Center, Panama City; or Weems Memorial Hospital, Apalachicola
- c. Someone who is qualified to administer emergency first aid should accompany groups/individuals.

#### 12. Supervision.

- a. The supervision of groups/individuals is the total responsibility of staff/families who accompany them to the park.
- b. It is the responsibility of the group/program to determine the chaperone/resident ratio required based on the special needs of the residents. This chaperone to resident ratio must be indicated on the application.
- c. Park officials will expect the chaperone/resident ratio to be the same as indicated on the application. If the required number of chaperones is not present, the Resident Park Manager may deny admission.
- d. Families/attendants are responsible for supervising pool and/or beach activities. During peak summer months the Park may provide a lifeguard, but such provision will not absolve the chaperones of their responsibility to provide supervision.

#### 13. Recreational Program.

- a. Upon request, the Resident Park Manager will design a recreational program, in cooperation with the group leader, to suit the needs of individuals attending the Park.
- b. The recreational program should include outdoor and indoor recreation activities.

- c. Outdoor activities may include, but are not limited to, swimming, water games, Frisbee, volleyball, campfire circles, shuffleboard and miniature golf.
- d. Indoor activities may include, but are not limited to arts and crafts, singing and games.

14. Hours of Operation.

- a. The Sunland/William J. Rish Recreational Park will be open from 8 am until sundown, when the park is being used.
- b. Hours set forth in this policy are the minimum hours that the Park will be kept open. When necessary, the Park will open earlier and close later than the hours herein established.

15. Monitoring.

The Agency for Persons with Disabilities' Sunland Center will provide appropriate oversight to the management, fiscal, personnel, and general services functions at the Park.

16. Incident Reporting.

- a. A copy of the Agency for Persons with Disabilities Reporting Procedure APD OP 10-002 on Incident Reporting will be posted on the bulletin board at the Park. The Resident Park Manager will ensure that all APD employees and contract vendor staff will be acquainted with the provisions.
- b. All incidents will be reported to the Resident Park Manager who will in turn report to the Superintendent of Sunland as specified in the Incident Reporting Procedure.

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Jeff Egelston, Superintendent-Sunland

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Effective Date

