

# Innabah Volunteer Manual

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**Dear Summer Staff Volunteer:  
Welcome to Innabah!**

**THANK YOU** for taking time from your busy summer schedule to give your precious time and a significant amount of energy to share God's love with our campers this summer. You are very special and your participation in Christian camping does allow God to change lives. Lots of exciting things have been happening at Innabah during the last year. We are excited about this summer!

May we make several suggestions that will assist you to be better prepared for your leadership role as a Volunteer Staff member:

- A. **Please read** through all of the information in your handbook, as this will help you to become familiar with the expectations of our Volunteer Staff members. **(Especially health and safety policies)**
- B. Become familiar with the daily schedule and site activity locations. Ask us for a map if you need one! If you have questions about program scheduling, please call camp 610-469-6111.
- C. Become familiar and use the chosen curriculum given to you as the biblical based theme of your summer camp experience. It is important that this curriculum be used, as crafts, activities and music will relate directly to the daily theme.
- D. Be present in your assigned lodge, cabin, or area when campers and parents arrive for the start of their camp experience. Remember that the FIRST several minutes are VERY IMPORTANT as you welcome your assigned camper and parents. This time will make a first impression upon both camper and parents as you greet and help them to feel safe and comfortable in their camp "home".
- E. Expect to be challenged through physical activities and spiritual thoughts as God uses you as a vessel to plant the seed of Christ in others.
- F. Start praying for your campers and yourself as both of you share this special time together.

We and our Summer Staff are available to assist you if needed. We appreciate all that you do to make Christian Camping a "Special Experience" with lifetime memories and life changing opportunities.

**THANK YOU!**

## **OUR MISSION**

The camp and retreat ministry of the Eastern Pennsylvania Conference helps local congregations to be in mission for God through Christ, our Lord and Savior. Our vision is that through summer camp and year-round retreat experiences we are partners with local churches in:

- 1) **Calling** persons of all ages to new life in Jesus Christ,
- 2) **Nurturing** persons to be disciples of Jesus Christ in God's community,
- 3) **Addressing the needs** of each community locally and in the global context.

## **HOW WE ACCOMPLISH THE MISSION**

The Eastern Pennsylvania Conference 2011 Summer Camp Program will provide:

- Programs and settings for persons to experience the presence of Jesus Christ and establish a growing relationship with Jesus as Savior and Lord
- A biblically-based experience in community living which teaches participants to develop interpersonal relationships in light of the Christian faith and to sense the joys of shared life and responsibility.
- A variety of opportunities in unique outdoor settings for worship, study, recreation, and personal and corporate growth
- Hospitable and accessible facilities that will invite wide participation by people of all ages and cultures, and by those of special needs and interests.

## **PROGRAM GUIDELINES AND ACCREDITATION**

The Camping and Retreat Ministry of the Eastern PA conference follows the guidelines of the National Camping Committee of the United Methodist Church. We carry membership in Christian Camp & Conference Association (CCCA) and the American Camping Association (ACA). Our facilities are hospitable, accessible and invite participation by people of all ages and cultures and by those with special needs.

### **OUR PURPOSE**

The purpose of Innabah's Summer Camping Experiences is to provide a CHRIST-centered outdoor program, which integrates spiritual and personal development by emphasizing evangelism, discipleship, skill development, and a deep appreciation of GOD'S CREATION. This is our purpose as an extension of each local church's outdoor Christian education experience.

### **WE AIM**

- ❖ To present Jesus Christ as Savior and Lord.
- ❖ To teach campers how to study the scriptures and how they can apply to their daily lives.
- ❖ To encourage campers to build relationships that nurture personal growth.
- ❖ To develop the whole person through group and individual experiences.
- ❖ To equip campers to contribute to their families, churches, and communities.
- ❖ To give campers the opportunity to know God through an increased awareness of His creation.
- ❖ To help campers develop recreational skills for personal growth and leadership opportunities.

Each staff member should be conscious of these aims and of ways they can be applied at camp.

## What Campers Want

### We want a personal introduction to Jesus Christ as Savior.

We want **freedom** . . . To make our own decisions  
To make mistakes  
From over-protectiveness which hinders our growth

We want **responsibility** . . . not too much, but just enough to give us room to grow.

We want **authority**... in a framework of love and understanding, but firm lines

We want **absolutes**, which cannot change--the truth of God's Word, God's changeless love, his absolute laws of justice and mercy.

We want **love** . . . from a counselor with a big heart who did not come to camp out of a need for love, but out of a desire to give love without asking for anything in return.

We want a **vacation** . . . from parents and responsibilities at home.

We want **encouragement** . . . to stick to a hard task.

We want **recognition** . . . for a job well done.

We want to **belong** . . . to become an equal part of a group, for this is security.

We want to have **fun** . . . with our counselor and cabin mates.

We want **friends** . . . new and lasting friendships with kids the same age.

## What Parents Want

We want . . . to know our child will be **safe, happy, and well cared for**.

We want . . . to know our child will be **treated as an individual** by leaders.

We want . . . to see our child **progress in skills**.

We want . . . our child to learn **independence** from Mom and Dad.

We want . . . our child to learn to **get along well with others**.

We want . . . our child to grow in a **relationship with Jesus Christ**.

# INNABAH PROGRAM CENTER

## 2011 Summer Camp Experience

### DAILY SCHEDULE

The daily camp schedule should be followed as much as possible; however, modifications are required for Specialty Camps, Young Children's Camps, and the Outpost Camps. Your cooperation is greatly appreciated.

#### SUNDAY or (WEDNESDAY if 1/2 week camp):

1:30 p.m.	Program Director and Counselor's final preparation session
3:00 - 4:00 p.m.	Camper Registration (Dining Room)/Cabin Setup
4:00 - 4:45 p.m.	Get Acquainted Activities
<b>5:00 - 5:30 p.m.</b>	Camper Orientation by Innabah Staff (Dining Room) <b>PD Meeting in the Lounge</b>
<b>5:30 - 6:00 p.m.</b>	<b>Supper</b>
7:00 - 8:00 p.m.	Community Time
6:30 - 7:45 p.m.	(Option for ½ week Campers - Swim Test)
8:00 - 8:45 p.m.	Camp Wide Worship Service (Eggleston Hall)
9:00 - 9:15 p.m.	Snack
9:30 - 9:45 p.m.	Winding Down/Ready for Bed
9:45 - 10:00 p.m.	Cabin Devotions/Lights Out!!

#### MONDAY - FRIDAY:

7:00 a.m.	Wake Up
<b>7:30 a.m.</b>	Program Director's Meeting
7:30 - 7:50 a.m.	Morning Watch/Program Director's Meeting
<b>8:00 - 8:30 a.m.</b>	<b>Breakfast</b>
8:30 - 8:45 a.m.	Cabin Cleanup
9:00 - 9:45 a.m.	Session 1
10:00 - 10:45 a.m.	Session 2
11:00 - 11:45 a.m.	Session 3
<b>12:00 - 1:00 p.m.</b>	<b>Lunch</b>
1:00 - 2:00 p.m.	Rest Time or Activity Period
2:00 - 3:00 p.m.	1st Activity Period
3:00 - 4:00 p.m.	2nd Activity Period
4:00 - 5:00 p.m.	3rd Activity Period <b>(Monday - Swim Test)</b>
<b>5:30 - 6:30 p.m.</b>	<b>Supper</b>
6:45 - 9:00 p.m.	Evening Activities (Tuesday evening - All Camp Activity - 7:30 pm) (Friday evening - Celebration - 7:30 pm)
9:15 - 9:30 p.m.	Snack
9:30 - 9:45 p.m.	Winding Down/Ready for Bed
9:45 - 10:00 p.m.	Cabin Devotions/Lights Out!!

#### SATURDAY or (WEDNESDAY if 1/2 week camp):

7:00 a.m.	Wake Up
7:30 - 7:50 a.m.	Morning Watch
<b>8:00 - 8:30 a.m.</b>	<b>Breakfast</b>
8:30 - 9:15 a.m.	Pack Up/Cabin Cleanup
9:15 - 10:00 a.m.	Closing Worship Celebration
10:00 a.m.	Camper Pickup and Check Out (your camp location hills, lodges etc.)
10:30 a.m.	Staff Evaluation Session (Main Lounge)

**\*\*\*\*A Program Director and Counselor's Coordination Meeting should be scheduled sometime each day (Monday - Friday)\*\*\*\***

# Summer Camp Activities

## Arts and Crafts

Please check with staff for location.

## Nature Activities

We will have a variety of nature activities, games and critter talks to help campers explore God's creation.

## Challenge Course I (for 1st-6th grades)

Groups should be no larger than 18 people and no less than 7.

## Challenge Course II (for 7th-12th grades)

Groups should be no larger than 18 people and no less than 7.

## Archery

Camps using the archery range must have the youngest campers in grades 3 and up (some exceptions can be made for smaller camps to the discretion of the Archery Supervisor) Groups in grades 3-6 can be up to 10 campers (8 is ideal), groups grades 7 and up can have up to 16 in a group. **You may not exceed 16 campers on the archery range at one time.**

## Group Building Activities

### Cooperative games such as:

Everybody's It; Elves, Wizards and Giants; Zip, Zap, Zoom; Monarch; Centipede; Streets & Alleys; Elbow Tag, Sharks and Minnows and etc.

### Group Initiatives such as:

Group Juggling; Trolley, Blind Polygon, Pass the Can, Human Knot, All Aboard, Magic Carpet, Circle the Circle, Island Hopping etc.

## Group Participation Activities

Capture the Flag, Charades, Clue, Earth ball Games, Encore, Mystery Person, Scavenger Hunt, Parachute Games, Pictionary, Scattergories, Treasure Hunt, Ultimate Frisbee, Win, Lose or Draw

## Sports

Basketball, Gaga, Frisbee Golf, Ping Pong, Kickball, Miniature Golf, Archery, Soccer, Softball,

## Water Activities

Canoes, Water Balloon Volleyball, Water Games, Swimming- day and evening, Water Carnival, Creek Hikes

**WARNING: This is not an exhaustive list. Please feel free to ask about something not listed.**

***Be creative and have fun!***

## **RECREATION AND THE GOSPEL OF GRACE:**

The grace of God is an unmerited, outgoing, seeking love that acts to bring persons in relationship with their Creator and with one another. The Church is called to be the Body of Christ initiating this inclusive love in understandable ways.

Recreation has the potential as a means to include persons in holy love - to make them aware that God loves them. How can the decision be made to use an activity in this setting? Here are some guidelines that will show if an event is a witness to God's love and grace:

**IS IT INCLUSIVE?** Rules can make activities inclusive or exclusive...inclusive play is desired. Love for persons and the desire to have them included can be expressed through inclusive play. Many "new" games are easily adapted from exclusive to inclusive by changing one or two rules.

**DOES IT BREAK DOWN BARRIERS?** Ethnic jokes DO NOT break down barriers; in fact, they put up large roadblocks. Activities at the beginning of camp experiences, icebreakers, name-games, etc., help break down barriers of awkwardness and self-consciousness.

**DOES IT ENCOURAGE RESPECT?** "Recreation", in a Christian perspective, is never dependent on making someone else feel uncomfortable, or unimportant, or unloved! Positive self esteem must be formed and nurtured...not destroyed.

**DOES IT SHOW FORGIVENESS?** This can be the most powerful way that a camper experiences Christian love! When someone tries and fails, yet still finds acceptance and encouragement, they are experiencing forgiveness in a concrete way. Many people realize the accepting, forgiving love of God for the first time when this love is demonstrated by a group of Christians following these guidelines.

**DOES IT ALLOW EACH PERSON TO DO THEIR BEST?** No person excels at every activity. We all have strengths and weaknesses. A varied schedule of activities can be planned which will allow each person to do their best in several activities.

**REMEMBER, BY YOUR ATTITUDE AND EXAMPLE** you can indicate that each member of the group is appreciated, loved, and included. THIS IS CONTAGIOUS! Soon the entire group will follow your example.

**EXCITING APPLICATIONS:** These five guidelines should now be applied to ALL ACTIVITIES, to everything that happens in camp, not just the games and sports you play!

Activities which teach through experience the skills of friendship, caring, and cooperation build a firm foundation for the "lifestyle of faithfulness" which can be lived out successfully in the world today, in sharp contrast to the extreme competition and stress of the lifestyle of conquest and defeat many persons will bring to camp with them.

Campers often experience more freedom and fun when the pressure of competition is reduced, re-directed, or removed. It is up to us to consider these guidelines when planning activities. If the activity can be adapted to meet the requirements of this philosophy then it should be. If not, simply replace it with the many games and activities specifically designed to meet the five guidelines!

Be creative, energetic, intense, and have fun! Together we can be sure we are demonstrating the powerful, inclusive love that only comes from God!

## VOLUNTEER COUNSELOR JOB DESCRIPTION

### PURPOSE

- A. To provide, through the counselors own faith and loving concern for others, a lasting Christian example for his/her campers so they might:
- Grow in their knowledge of Jesus Christ,
  - Resolve problems and differences with others through patience and forgiveness,
  - Affirm their individual uniqueness and self worth,
  - Return to their home and community renewed and equipped with Self-discipline and courage to face daily challenges

### QUALIFICATIONS

- A. Counselors shall be **committed Christians**
- B. Counselors should have a desire to **communicate God's word** through words and actions
- C. Counselors should have the ability to **accept responsibility**
- D. Counselors should be willing to forego personal fellowship and recreation in order to **serve God and effectively lead** their campers.
- E. Counselors should have the **ability to work together**
- F. Counselors should be in **good health** and capable of physical activities.
- G. Counselors should have **attended training/orientation** for their specific camp session.

### RESPONSIBILITIES

- A. Before the camp session, counselors shall:
  - 1. Attend scheduled training events
  - 2. Become thoroughly familiar with goals and objectives, activity options, daily schedules, curriculum materials, and resources supplied by their Program Director and/or Innabah.
  - 3. Meet with the Program Director and co-counselors to plan, prepare and make assignments for their camp session.
  - 4. Arrive at Innabah at least by 1:00 p.m. on the schedule-starting day of your assigned camp session to meet with your Program Director and co-counselors to prepare for incoming campers.
  - 5. Remain at your assigned living quarters to greet campers and their parents as they arrive at camp.
- B. During the camp session, counselors will:
  - 1. Help campers settle into camp and become comfortable.
  - 2. Follow activity schedules and complete assignments as agreed upon with the PD.
  - 3. Be punctual in attending all camp activities.
  - 4. Be with your campers at all times except when you have assigned free time.
  - 5. Consult with the PD concerning special problems, specific needs, or camper situations.
  - 6. Insure the health and safety of your assigned campers at all times.
  - 7. Act as a leader and catalyst in developing Christian community in all activities.
  - 8. Attend daily meetings with your PD and co-counselors.
- C. At the end of camp session, counselors will:
  - 1. Instruct campers and assist campers in packing, cleaning, and checking their assigned living quarters.
  - 2. Assist in camper check-out procedure.
  - 3. Participate in a brief evaluation session after campers have all checked out.

# **VOLUNTEER STAFF POLICY AND PROCEDURE**

## **Procedure for dealing with a stranger on the campsite**

- 1) For visitors and vendors
  - a) **\*\*\*\*\*All visitors and vendors must check in at the camp office & sign in and out on the SIGN IN/OUT SHEET\*\*\*\*\***
  - b) A sign shall be posted at the camp entrance stating "Visitors Please Report to the Office"
- 2) For Employees, Volunteers Directors and Counselors:
  - a) If a person (or persons) is seen on the campsite who is not known to be a summer staff member, a full time employee, a volunteer staff member or camper, approach this person in a friendly way, and then notify the Manager/Director Immediately.
  - b) When notifying the Manager/ Director, please describe the person or persons briefly, and tell the location where you saw them so they can be checked on immediately. If someone else reported this information to you, be sure to report who saw them.
  - c) If the Manager/Director is not available, report this information to the Manager / Directors designated representative.

## **Vehicle Restrictions and Use**

- 3) Skateboards: The use of skateboards is prohibited at camp.
- 4) Bicycles:
  - a) Bicycles shall not be used at an excessive speed and Helmets must be worn.
  - b) Extreme caution should be used when traveling by bicycle to avoid collision with campers or vehicles.
  - c) Bicycles may be used as recreational vehicles on site during times and at locations approved by the Manager/Director.
- 5) Staff Personal Vehicles
  - a) Full-time, resident, and summer staff with personal vehicles shall keep them parked in the designated staff parking areas.
  - b) Summer staff members who come in on a daily basis may park their cars in the area determined by the Manager / Director.
  - c) Summer Staff cars shall not be driven to other areas of the camp such as the waterfront, pool, or picnic area.

## **Pets**

- 6) Summer staff, volunteer staff, and campers are not to bring any pets to their campsite. Special situations shall be discussed in advance with the Manager / Director.

- 7) Non-threatening wild animals, such as turtles, toads, and frogs found at the camp should only be kept for a brief time, and under supervision of the camp nature staff, then released back into their environment.

### **Personal Sports Equipment**

- 8) The camp provides necessary sporting equipment for games and sporting events held at the camp. The equipment is provided to campers so that it is not necessary for them to bring their own equipment.
- a) If a camper brings personal sports equipment, a counselor is to instruct them about safe usage and storage as well as proper labels for identification.

### **Nurse Informing Counselor/Staff of Special Camper Needs**

- 9) The camp nurse reviews all health forms and makes notes about special needs. Needs that counselors need to know about such as bee-sting allergies, bedwetting, sleepwalking etc. should be shared with counselors and staff as soon as possible.

### **Age of Volunteer Personnel and Counselors**

- 10) All volunteer counselors must be **18 years of age or older** & all volunteer Program Directors must be 21 years of age or older
- 11) All volunteers who are under 18 years of age **must be at least 2 years older than the camper group** & are considered campers in leadership training (CILT).
- 12) Children's Camps: The primary counselor must be 18 years or older and out of High School. The minimum age for counselors serving under the leadership of the primary counselor shall be determined by the age of the oldest child within each camper group. The youngest counselor must be at least two years older than the oldest child in the camper group.
- 13) Eighty percent of all counselors with every group in Children's camps must be 18 years of age or older. For youth, age 21 or over. Any counselor under 18 for any camp must be at least 2 years older than the oldest camper in the camping group.

### **Camp Program Director Policy Guidelines**

1. Each Program Director (PD), volunteer or paid, shall fully complete an application. An interview may be held, at the Manager / Directors discretion.
2. After references have been contacted, the PD shall be contacted and welcomed, if accepted, or thanked for applying if not accepted. At this time, the PD shall be informed of the PD training events for the year, and encouraged to attend.
3. The Manager / Director of the Program Center reserves the right to accept or reject any applicant for a PD position. The reasons for rejection of a marginal applicant shall be discussed with the Director of Camps and Conferences prior to coming to a decision. The matter will be documented.
4. In the event a person younger than 21 years of age should apply for PD status, the Manager/ Director shall reserve the right of making that decision. **Every PD shall be at least 18 years.**

5. Applicants for the position of PD should have prior experience as a counselor in a Christian Camp setting, or should document those skills necessary for the particular program they wish to direct.
6. PD should assist the site in the recruitment and orientation of counselors for the particular camp they are directing.
7. The final responsibility for any camping program is the Manager/Director at the site sponsoring the program. The Manager/Director in consultation with the director of Camps and Conferences, will make all determinations regarding the cancellation of a camp.
8. In the event that a PD cannot fulfill his/her commitment to direct his/her week of camp, the site staff will recruit a replacement director.

## **Camp Counselor Policy Guidelines**

1. Each counselor, volunteer or paid, shall fully complete an application. An interview may be held at the Manager/ Director's discretion.
2. After references have been contacted, the counselor shall be contacted and welcomed if accepted, or thanked for applying if not accepted. At this time, the counselor shall be informed of the counselor training events for the year, and encouraged to attend.
3. The Manager / Director of the Program Center reserves the right to accept or reject any applicant for a counselor position. The reasons for rejection of a marginal applicant shall be discussed with the Director of Camps and Conferences prior to coming to a decision. The matter will be documented.
4. In the event a person younger than 21 years of age should apply for counselor status, the Manager / Director shall reserve the right of decision, using the following guidelines:
  - a. For Children's Camps: Every counselor shall be at least 2 years older than the campers who will be attending the camp.
  - b. For Youth Camps: Every Counselor shall be at least 21 years of age.

## **VOLUNTEER STAFF EXPECTATIONS/INFORMATION**

### **ACCEPTABLE DRESS:**

It is expected that you will always wear clothing that is appropriate for a Christian camp and that at no time would you wear sexually suggestive clothing that would detract from our Christian Camping Ministry. It will be privately brought to your attention if a situation develops because of not complying with this expectation. Please no short shorts, low-cut or tight tank tops, bikinis, or inappropriate t-shirts

### **ALCOHOL, DRUGS, TOBACCO:**

It is expected that you at no time will have in your possession, use, or give to another person either of these while on camp property. Involvement in either of these will lead to immediate dismissal.

### CAMP VEHICLES:

It is expected that the Director, Manager will use camp vehicles only for camp business as directed for Maintenance, or Nurse.

### CELL PHONES & PHONE CALLS:

Volunteer Counselors are allowed to keep their cell phones with them in case of emergencies. **Volunteers are asked to keep their cell phones turned off and kept tucked away out of site.** It is expected that you receive and make personal calls only during your time off and out of site of campers and other volunteers. The office will take phone messages for you and make sure that you receive them. Emergencies will immediately be given to you. In case of an **emergency**, you may use the phone in the back of the kitchen where there is an emergency phone list near the phone.

### CHALLENGE COURSE & ARCHERY RANGE:

It is expected these areas are to be used only with **approved Innabah challenge course staff supervision.** Both areas are off limits without the proper supervision and staff instructor.

### CURFEW:

All volunteer staff members are expected to take good care of themselves by getting proper rest and observe the curfew as established on the schedule. **Quiet hours at Innabah are 11pm to 7am.**

### ELECTRONICS SUCH AS RADIOS/WALKMANS/IPODS/CAMERAS:

If volunteer staff members have these items in their possession, it is expected that good judgment be used in using them so that other staff, volunteers, or campers are not distracted or in any way annoyed.

### FACILITY CARE:

It is expected that all facilities will be treated with respect and appreciation as a gift to be enjoyed and used by everyone. This includes turning out lights and closing doors when a room or facility is not in use.

### GYMNASIUM:

The gymnasium will be available for use during the summer. We ask you not to allow campers into the game room. Please be respectful of the sports equipment and be sure to put it away when you are finished.

### KITCHEN:

All volunteer staff are expected to not use the kitchen, walk in refrigerator, freezer, food items in storage, or other kitchen equipment for their personal use. Respect the kitchen area as the professional food service area and do not use it as the social room for staff.

### LEAVING CAMP PROPERTY:

It is expected that **you will sign out on the sign-out sheet** at all times as it is important that we know where you are going and when you expect to return. You may need to be reached for emergency purposes at home or someone may need to find you at camp. The sign out sheet will be located outside of the Manager/Director's Office on a clipboard hanging on the wall.

### MAIL:

All volunteer staff mail will be picked up by the office and distributed at the evening meal unless it is most important that you receive your mail before then.

### MEALS:

It is expected that ALL volunteer staff be present for ALL meals unless previous arrangements have been made with the Program Director to miss a meal. Your cooperation helps us to not waste precious food.

### MEDICATIONS:

It is expected that any volunteer staff members with medications have these checked by the nurse. Medications should not be kept with your personal belongings unless with specific permission from the nurse or Manager/Director.

### OFFICE:

It is expected that volunteer staff respect the office as the area where business is conducted and that all items needing the attention of someone in the office be cared for there. Business and personal matters sometimes require privacy and your respect for that is appreciated. However, the Director should be able to provide time for your particular concerns whenever they occur.

### OPEN FIRES:

It is expected every safety precaution be exercised whenever open fires are in use by volunteer staff and campers for either cooking or just enjoying the experience.

### OUTDOOR WORSHIP CENTERS:

It is expected these locations will be treated with all due respect as a place of worship where reverence for God is demonstrated and respect for other groups in worship is also evident.

### PERSONAL ITEMS:

All volunteer staff are responsible for their personal items. However, it is also expected that ALL volunteer staff respect each others personal belongings and not use or borrow another persons things without permission. Do unto others as you would have others do unto you.

### PERSONAL HYGIENE/DRESS:

It is expected ALL volunteer staff will take care of their bodies by practicing good personal hygiene. This practice will eliminate embarrassing situations and ensure good health for everyone.

### SLEEPING QUARTERS:

It is expected that at no time will volunteer staff or campers of the opposite sex be in each others sleeping quarters for any reason. It is important that this be followed at all times to serve as a Christian role model.

### SWIMMING POOL:

It is expected ALL volunteer staff will obey the pool rules as posted and follow all instructions of the Lifeguards at ALL times. Good role models by volunteer staff are most important around the pool area or waterfront area. Your cooperation is necessary and will be appreciated.

### VISITORS:

**It is expected that volunteer staff notify the Director of any and all visitors.** For Security reasons it is necessary to be able to identify and recognize ALL persons on our site at anytime. Please comply fully with this important expectation. **All visitors must sign in/sign out on the visitor sign in/out sheet located in the office.**

## **COOKOUT GUIDELINES**

Cookout experiences should be learning experiences for campers and a fellowship time in the participation of preparing an outdoor meal. It should never become a necessary chore just to complete a scheduled activity that turns into a disaster and wastes precious food.

- ♥ A cookout should achieve an objective of all involved and give a sense of accomplishment when completed.
- ♥ A cookout should be a group activity that is inclusive of each member of that group.
- ♥ A cookout should be nutritious and filling as it is taking the place of a scheduled meal.
- ♥ A cookout should never waste precious food. Order your food wisely and save your left-overs for future consumption (camper and/or counselor snack). All food returned to the kitchen must be thrown out.
- ♥ A cookout should be fun for both staff and campers. To help ensure this, everyone should be actively involved in the process.
- ♥ A cookout can be combined with another activity such as a progressive dinner, making hoagies for a hike or day trip, plan a meal for a day at Day Use, or a sleep out.
- ♥ Choose one main course selection per camp (i.e. Children's Outpost may not order Pizza Burgers and Hamburgers for one meal.)
- ♥ If portion sizes indicated on the form are not adequate, please indicate your additional needs on the form and the Program Coordinator will let you know if they are acceptable.
- ♥ In a Christ-like manner, share your compliments or recommended improvements with the Program Coordinator in a written note or in person.
- ♥ **RECOMMENDED OUTPOST MEAL SCHEDULE** - Eat 2 meals out per day, and 1 meal in the dining hall. Two (2) of the meals per week may be meals prepared for the regular dining hall meal and delivered to the unit. Please note, **ONLY TWO MEALS PER WEEK WILL BE DELIVERED.**
- ♥ Recipes found in the Outpost cookout boxes should remain with the boxes at all times so that all groups may benefit from this information needed for meal planning.

# CAMPER POLICY AND PROCEDURE

## **CHILD ABUSE/CRIMINAL HISTORY CREDENTIALING OF ALL WORKERS WITH CHILDREN AND YOUTH**

The following information shall be kept in a locked file for all employees and volunteers 18 years of age or older. The information in this file is confidential.

### **1. State Police Criminal History Report**

A report of criminal history information obtained from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no information related to that person. The report or statement shall have been obtained with a one-year period preceding initial application. A new State Police Criminal History Report shall be obtained every three (3) years. The original document shall be kept in the file, or a copy shall be made of the original and be kept in the file with a notation that the original was shown by the applicant.

### **2. Childline Report**

A certification obtained from the Department of Public Welfare as to whether the applicant is named in the central register as the perpetrator of a founded report of child abuse, indicated report of child abuse, founded report for school employee or indicated report for school employee. The certification shall have been obtained within a one-year period preceding initial application. A new Childline report shall be obtained every three (3) years. The original document shall be kept in the file, or a copy shall be made of the original and be kept in the file with a notation that the original was shown by the applicant.

### **3. FBI Report**

Where the applicant is not a resident of Pennsylvania, or where the applicant has been the resident of another state at any time during the past five years, a report of federal criminal history record information shall be obtained within the preceding one-year period from the Federal Bureau of Investigation. A new FBI report shall be obtained every three (3) years for persons who become or remain non-residents of Pennsylvania. The original document shall be kept in the file, or a copy shall be made of the original and be kept in the file with a notation that the original was shown by the applicant.

### **4. Reference Checks**

A minimum of three (3) Reference Checks shall be made on all new applicants for employment or volunteer service.

**The following shall be grounds for denying employment or volunteer service.**

**Grounds for denying employment or volunteer service is not limited to this list only:**

1. No applicant may be hired or used in volunteer service who is named in the central register as the perpetrator of a founded report of child abuse committed with the previous five (5) years.
2. No applicant may be hired or used in volunteer service if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (related to crimes and offenses) or an equivalent crime under Federal law or the law of another state:
  - a. Chapter 25 relating to criminal homicide
  - b. Section 2702 relating to aggravated assault
  - c. Section 2709 relating to harassment and stalking
  - d. Section 2901 relating to kidnapping
  - e. Section 2902 relating to unlawful restraint
  - f. Section 3121 relating to rape
  - g. Section 3122.1 relating to statutory sexual assault
  - h. Section 3123 relating to involuntary deviate sexual intercourse
  - i. Section 3124.1 relating to sexual assault
  - j. Section 3125 relating to aggravated indecent assault
  - k. Section 3126 relating to indecent assault
  - l. Section 3127 relating to indecent exposure

- m. Section 4302 relating to incest
- n. Section 4303 relating to concealing death of child
- o. Section 4304 relating to endangering welfare of children
- p. Section 4305 relating to dealing in infant children
- q. A felony offense under Section 5902(b) relating to prostitution and related offenses
- r. Section 5903(c) or (d) relating to obscene and other sexual materials and performances
- s. Section 6301 relating to corruption of minors
- t. Section 6312 relating to sexual abuse of children
- u. The attempt, solicitation or conspiracy to commit any of the offenses listed above.

3. No applicant may be hired or used in volunteer service if his/her criminal history record information indicates the individual has been convicted of a felony offense under the Controlled Substance, Drug, Device and Cosmetic Act (P.L.233, No. 64), committed within the previous five (5) years.

Applicants may be provisionally hired or used as volunteers for a single period not to exceed 30 days or, for out-of-state applicants, 90 days, if all of the following conditions are met:

1. The applicant has applied for the required background checks and the applicant provides a copy of the appropriate completed request forms.
2. The administrator has no knowledge of information pertaining to the applicant which would disqualify them from employment or volunteer service pursuant to the grounds for denying employment or volunteer service listed above.
3. The applicant swears or affirms in writing that he is not disqualified from employment or volunteer service pursuant to the grounds for denying employment or volunteer service listed above.
4. If the information obtained in the background checks reveals that the applicant is disqualified from employment or volunteer service, the applicant shall be immediately dismissed.
5. The applicant will not be permitted to work alone with children, and the applicant will work in the immediate vicinity of an employee or volunteer who has completed the screening process.

This policy has been developed to be consistent with the requirements of the Pennsylvania Child Protective Services Law (Title 23 Pa. C.S.A. Chapter 63).

## Procedure for Reporting Suspected Child Abuse

- A. Person Told of Suspected Abuse  
This person may be a counselor, camper, or any staff member – volunteer or paid. Once informed, this person **MUST** inform the Camp Director immediately.
- B. The Camp Director Must:
  1. Inform the camp nurse and direct that an examination of the child be performed, with written documentation of the findings and photographs taken of any visible injuries. This written documentation must be signed and dated.
  2. Develop a Plan of Safety for the child that ensures they will not have contact with the person responsible for the suspected abuse.
  3. Notify the Director of Camping & Nurture Ministries and report details of suspected abuse.
  4. Gather all pertinent information, checking details from Question/Information Sheet.
  5. Report the suspected abuse by telephone
    - a. Contact the Pennsylvania Child Abuse Hotline (24hr) at 1-800-932-0313.
    - b. In the event the Pennsylvania Hotline is unavailable, the individual county children and youth agency may be called.
    - c. If neither resource is available, the National Child Abuse Hotline must be called – 1-800-422-4453.
  6. Follow instructions given by the hotline operator.
  7. Secure a written statement from the person who was informed of the suspected abuse. This must be signed and dated.
  8. Complete and mail CY-47 (copy attached) to Pennsylvania Department of Public Welfare within 48 hours.

9. Ensure that all involved know that it is a requirement of the law that we report all suspected instances of child abuse. Names of individuals will **not** be released by the Conference without consent.
  10. Ensure that the feelings and fears of the child are heard and addressed, if expressed. The child's welfare is our concern. The child does not need to tell his/her parents that others were told.
  11. Ensure that all individuals aware of the report are aware of the necessity of confidentiality in this matter.
- C. The Camp Nurse – In cases of Suspected Physical Abuse Must:
1. Perform a thorough examination of the child, checking for body marks, bruises, scratches, healed/healing wounds, etc.
    - a. A person of the same sex as the child should be present to witness the examination.
  2. At all times, consider the self-respect of the child. Kindness and gentleness will be most helpful in preventing the child from feeling as if he/she is “on show.”
  3. Complete a written report of the examination which must be signed, dated and submitted to the Manager/Director immediately following the actual examination. This information may be critical evidence on behalf of the child, so all care must be taken to have the report complete.
- D. The Director of Camping and Nurture Ministries Must:
1. Contact Conference Legal Counsel: Robert B. Shoemaker, Jr., Esq. – 610-545-3344.
  2. Ensure that all actions are taken in compliance with this procedure and the Child Protective Services Law Complete and mail CY-47 to Pennsylvania Department of Public Welfare within 48 hours.

## INFORMATION GATHERING PROCEDURE FOR CHILD ABUSE

When gathering information regarding the suspected abuse, the following may be helpful:

1. Remember at all times, it is not our position to judge the validity of the allegation. Our responsibility is to gather information and report said information to the proper agencies.
2. Prior to contacting a parent concerning suspected child abuse, legal counsel must be consulted. Instructions from Child Protective Services investigators must also be followed.
3. The written report shall include the following information, if available:
  - a. Names and addresses of the child and the parents or other persons responsible for the care of the child if known.
  - b. County in which suspected abuse occurred.
  - c. The age and sex of the subjects of the report.
  - d. The nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or a sibling.
  - e. The reason for suspecting child abuse.
  - f. The name and relationship of the person or persons responsible for causing the suspected abuse, if known, and any evidence of prior abuse by that person or persons.
  - g. The family household composition.
  - h. The source of the report.
  - i. The person making the report and where the person can be reached.
  - j. The actions taken by the reporting source, including:
    - i. The taking of photographs and x-rays
    - ii. The removal or keeping of the child
    - iii. Notification of the coroner or medical examiner

**Thank the child for sharing the information. Offer as much support as possible.**

## **MISSING CAMPER PROCEDURES**

Administrative Policy: The **Innabah Program Center** shall have a Missing Camper Procedure available to all staff (employees and volunteers). This shall be reviewed with all staff as part of their staff training/orientation.

1. When the discovery has been made that a camper is missing from a particular activity or scheduled event, the following procedure is to be used:
2. Send a responsible person to notify the Manager/Director of a missing camper.
3. Bring everyone together to determine when and where the camper was last seen.
4. Send a responsible person to notify the Program Director of the event about the missing camper.
5. The Program Director should stay with the remaining campers so the Counselor(s) can begin a quick search of the area where the camper was last seen.
6. Determine whether the camper was seen anywhere near the swimming pool or French Creek. If the missing camper was seen near the pool or the creek, the lifeguards must be informed and the missing swimmer procedure must be put into action while the missing camper procedure continues until camper is found.
7. If missing camper has not been found, the Program Director or the leader of the group will sound the air horn, which will be available in the office and in the pool pump house, three (3) times to alert everyone of a missing camper. The blast should last three (3) seconds with a two (2) second break between blasts. When this is heard, ALL campers and ALL staff must report to the dining room for further instructions or information from the Manager/Director and/or Program Director.
8. Assigned Program Staff and Volunteers will lead the campers in activities until further instructions are given or an okay is given to resume the camp daily schedule.
9. The rest of the paid staff will report to the bell outside the dining hall where the Manager/Director, Maintenance Manager, and Program Coordinator shall organize search parties as follows:
  - (A) A full description of the camper including color and type of clothing, height, weight, and other important information to be shared with each search party member.
  - (B) Assign four (4) persons to check each and every building, both inside and outside, in the area the camper was reported to have been seen last.
  - (C) Assign the lifeguard staff to search the swimming pool area and then the boating area along French Creek using the missing swimmer procedure.
  - (D) Assign four (4) persons to search each cabin and the bathroom on Orchard Hill and the Orchard Hill area and Pine Chapel area.
  - (E) Assign four (4) persons to search the Outpost Area, the pavilion, the chapel, and the Outpost bathroom, Challenge Course II and the surrounding woods
  - (F) Assign four (4) persons to search the Spring House, each cabin and the bathroom on Sky Hill area and all areas from the Spring House to Tryst Hill Chapel.
  - (G) Assign two (2) persons to search inside of and underneath Goodwin Lodge, the area around Goodwin Lodge.

- (H) Assign two (2) persons to search inside of and underneath Eggleston Hall area, the area to Challenge Course I, and the Nature Center.
- (I) Assign two (2) persons to search the playground area, inside of and the basement of Covenant Lodge and from Covenant Lodge Parking Lot along Main Road to the Day Use area.
- (J) Assign two (2) persons to search along the old road to the Tent area and the Walking and Hayride Trails in the area as well as around the rental residence.
- (K) Assign four (4) persons to search inside of Bethany & Webster Lodge including closets and storage areas, behind Bethany/Webster Lodge Area
- (L) Assign two (2) persons to search every room, storage room, and basement in the Farmhouse, dining room and kitchen area.
- (M) Assign three (3) persons to take a vehicle to search the Main Road from Camp to Pughtown Road, right onto Pughtown Road to Bertolet School Road, right onto Bertolet School Road to Camp Sankanac. Turn around in Sankanac Parking Lot and return to Pughtown Road, turn left onto Pughtown Road and search to Route 100. Ask anyone you see if they may have seen the missing camper.
- (N) Assign four (4) persons to search the driveway to the Manager/Director's residence, which will be searched. Then, onto the Day Use area, which shall be searched along with the Assistant Director's residence. They shall follow the trail to the main road and return.
- (O) Assign three (3) persons to search the Recreation Center both inside and out, Archery Range, Old Challenge Course II area, and the Prayer Garden.

9. ALL search party members return to the bell 20 minutes after being sent out to receive any reports of the missing camper.

10. **If the camper is found**, the Manager/Director will sound the air horn four (4) times to bring the staff back to the dining room bell.

11. **If the missing camper has not been found**, the Manager/Director will attempt to contact his or her parents to see if they have received any contact from the missing camper, and if not, the parents must be made fully aware of the situation.

12. 911 must then be contacted to set into motion all emergency procedures from these agencies giving all pertinent information about the situation.

13. A detailed report must be completed describing procedures, persons involved in the search, and approximate times involved in this incident.

## Missing Camper Information Sheet

Name\_\_\_\_\_

Age\_\_\_\_\_

Male\_\_\_\_\_

Female\_\_\_\_\_

Weight\_\_\_\_\_

Height\_\_\_\_\_

Color of Hair\_\_\_\_\_

Ethnic Background:\_\_\_\_\_

Description of Clothes:

Area(s) Last Seen:

Time Last Seen:

Was person angry, depressed, and or particularly excited about something?

Did person tell you of any plans to go somewhere else or have a favorite spot or friend or counselor?

Name of Reporting Person\_\_\_\_\_

Date\_\_\_\_\_ Time\_\_\_\_\_

## CAMPER SUPERVISION

ALL adult counselors should immediately begin to acquaint and become familiar with their campers.

They should also begin to develop a relationship that will build trust and comfort so the camper is assured his or her counselor does care for them as an individual and that the camper becomes willing to participate with the group as soon as possible.

The counselor should become aware of signs of **homesickness** or campers feeling as this may lead to a camper deciding leave camp on their own.

The counselor must constantly be mindful of their assigned campers, where they are at all times, and what they are doing. Assigning a "**buddy or partner**" may help to keep everyone together as a group and make it easier to monitor the group.

### Camper Ratios:

#### Day Campers - Ages 4-7

One (1) adult per each six (6) campers

CILT's or Youth Helpers may also assist but are not considered counselor

#### Resident Campers

<u>Camper Age</u>	<u>Staff</u>	<u>Campers</u>
6-8, grades 1-3	1	6
9-14, grades 4-8	1	8
15-18, grades 9-12	1	8

Exceptions to these ratios may be made during the time necessary for staff meetings, when several counselors can supervise large group activities such as games or pool activities.

Eighty percent of all counselors in young children's camps and children's camps must be eighteen (18) years of age or older. Counselors for youth camps should be twenty-one (21) years of age or at least two (2) years older than the oldest camper and have a proven record of acceptable leadership experiences before being accepted for a counselor position.

ALL volunteer staff must attend a training session planned by Innabah Program Center, and/or a planning session with the Program Director prior to their assigned counselor position. In addition, necessary hand outs will be distributed to all volunteer staff upon arrival for their assigned camp to inform them of any policy changes and/or leadership information pertaining to their specific camp or age group.

## TRANSPORTATION OF CAMPERS AND STAFF

Campers and Staff **ARE NOT PERMITTED** to ride in the back of the camp pick up truck, other staff member's pick up trucks, open trailers, or open carts where permanently attached seats are not provided for the safe transportation of campers and/or staff.

Campers and Staff using the hay wagon for a scheduled program activity must remain seated on the bed of the wagon while the wagon is in motion. The maximum safe operation of the hay wagon is 10 m.p.h. on the black top driveway and 5 m.p.h. on any gravel road or grass trail. Other precautions must be considered in the event of rain or muddy trails.

## TRANSPORTATION FORMS REQUIRED

On ALL camp sponsored off-site trips of one (1) full day or more and/or more than twenty-five (25) miles from Innabah, the following forms must be in the possession of the Program Director and/or Counselor in charge of the group on the scheduled activity.

1. A photocopy of the original camper/staff health history form with authorization of signature included. **ALL original forms must remain in the Healthcare facility**
2. A blank copy of Innabah's Accident/Incident report to be used in an emergency situation.
3. A copy of Innabah's Emergency telephone numbers and persons to contact.

ALL off-site scheduled trips must have adequate counselor/staff supervision in the following ratios:

Day Campers, age 4-7	6 campers to each staff
Young Children, grades 1-3	8 campers to each staff
Children, grades 3-6	8 campers to each staff
Youth, grades 7-12	10 campers to each staff

## CAMPER SAFETY PROCEDURES IN VEHICLE

Paid Staff and Volunteer Staff must instruct campers in these safety procedures while traveling to and from scheduled activities in vehicles.

- A. ALL passengers **MUST** remain seated whenever the vehicle is moving.
- B. Loud talking, singing, or yelling is not permitted as they can distract the driver.
- C. The Driver is in charge of the vehicle and may also have specific instructions for passengers.
- D. Form a single line for loading passengers in an orderly manner. Load the vehicle from the back seats toward the front seats.
- E. Remain seated until the driver Okays unloading passengers. Unload passengers from the front seats toward the back seats.
- F. Campers and Staff must wait until the vehicle comes to a complete stop before attempting to load the vehicle.

ALL vehicles carrying campers must carry only the maximum number of passengers designated by the vehicle manufacturer. **The driver and all passengers in the vehicle must use SEAT BELTS** where they are provided.

## CAMPER TRANSPORTATION POLICY

Each vehicle transporting five (5) campers or more must have one (1) adult staff member to assist in behavior management, accounting for all passengers, instructing campers in the use of seat belts if vehicle is so equipped, and to assist the vehicle driver in the safe loading and unloading of all passengers.

## CAMPER TRANSPORTATION EMERGENCY POLICY

Each vehicle transporting more than one (1) camper must have another adult staff member in addition to the driver.

ALL Paid Staff members are trained in emergency First Aid Procedures in the event of an accident. Most Paid Staff members are also certified in Community CPR.

ALL Staff are taught about diversionary actions in the event of an emergency situation that would include injuries.

ALL vehicles transporting campers and staff have a list with appropriate emergency phone numbers.

ALL vehicles transporting campers and staff have Accident/ Incident reports in their emergency information envelope.

## **EMERGENCY PROCEDURE**

1. Make sure every camper is accounted for and evaluate those with injuries.
2. Have someone dial 911 for emergency assistance.
3. If possible, use diversionary actions for those uninjured.
4. Have someone notify the site Manager/Director of the situation.
5. Identify witnesses by name, address, phone number and also any emergency personnel at the scene of the accident.
6. Complete the Accident/Incident report.

## **CAMPER INTERMINGLING WITH THE PUBLIC**

Campers must be advised of the importance of their choosing a **"buddy or partner"** to be with them at ALL times and in ALL locations whenever they participate in a schedule activity or event off site.

Program Directors, adult counselors, and/or other adult staff members must assign a manageable number of campers to staff ratio. Children's camp - grade 3-6 must have one (1) adult leader for each six (6) campers, and youth campers must have one (1) adult leader for each eight (8) campers.

Whenever possible, campers should always travel in a group with their assigned counselor so the counselor can recognize a missing camper. The group should never leave anyone behind. Constant head counts by the counselor are also a good way of monitoring the campers in public places. A pre-determined location should be established to return to if someone does get lost and then the use of a public address system may be used to give directions for re-grouping the campers.

Should a stranger approach a camper(s), the stranger should be told the camper is here with a group and their counselor. They must also inform the stranger they cannot talk now because their group is waiting to meet them. Campers must be made aware that they must not go anywhere with someone they do not know. Any situations involving strangers must be immediately brought to the attention of an adult leader and they must report the situation to the proper authorities.

Campers must always be with a **"buddy or partner"** when riding in public transportation, walking in any public places, and especially using public restrooms.

## **OFF SITE EMERGENCY COMMUNICATIONS PROCEDURES**

Before any scheduled group leaves the main site, all adult leaders must be made aware of what to do in the event of any emergency situation occurring while off site with campers and/or other staff.

- A. Telephone numbers of any and all sites or destinations must be submitted to the site Manager/Director to be kept in the specific camp folder. The Program Director and/or each adult leader must have the telephone number of the camp office, the Manager/Director's residence, and the Manager of Maintenance residence with them.
- B. The Program Director must immediately contact emergency medical and/or law enforcement agencies in the event of any emergency situations. As soon as possible, the Manager/Director is to be notified of the entire situation including what emergency procedures have been put into practice to this point. The Manager/Director will then give any necessary further instructions to the Program Director
- C. The Manager/Director will immediately inform the Director of Camps and Conferences of the situation and follow any additional instructions concerning the situation.
- D. The Manager/Director will notify the parents and/or legal guardians of any and all campers and/or minor staff members of the situation and any specific details that are appropriate to be shared at that time.
- E. Statements to the media **WILL NOT** be given by anyone other than the Director of Camps and Conferences upon completion of gathering necessary information pertaining to the situation. ALL others must refer any questions, information, or statements of the Director of Camps and Conferences.

## **HORSEBACK RIDING**

### **Staff**

The supervisor of the horseback riding program must be a certified horseback riding instructor, with previous experience managing/supervising at a horseback riding facility. This person must be at least 21 years old. (Jo Anne Tancini) The supervisor is responsible to train and supervise the rest of the riding staff according to camp policy. A certified first aid/CPR staff member will be on duty at all riding activities.

### **Horses**

Riding staff will classify horses for suitability for use by riders of different skill levels.

### **Procedures**

- Trained instructors do all riding instruction.
- There must be a minimum ratio of 6 riders per instructor/supervisor, with a minimum of 2 staff present at all times.
- Volunteers (support staff or regular counseling staff) are trained to supervise the safety of riders in the arena and on the trail, including mounting and dismounting techniques, safe horse handling, side walking, and horse-leading procedures, and how to deal with potential hazards.
- Riding will take place in groups.
- After an orientation to the safety regulations and emergency procedures (see Emergency Procedures), riders will be taught how to control their horse at a walk and trot in the enclosed arena. Riders will be evaluated for their readiness to progress to more independent riding experience.

- Riders will be equipped with helmets for their riding session. If campers do not have their own helmet, they can rent one for \$10.00.
- Campers must come to the horseback activity wearing long pants and boots or shoes.
- All tack is to be checked routinely before being placed on the horse, and then rechecked after the rider mounts. All saddles, bridles, and halters will be checked daily for wear prior to use. Additional tack will be available in case an item needs to be removed.

## Emergency Procedures

When someone is injured, do NOT let them get up right away, and DO NOT panic!

- Secure the area. The other riders should be under control, possibly needing to dismount.
- The most medically skilled person should stay with the injured. The assistant should be in charge of group control.
- Do a 5-point check:
  - Breathing — yes or no?
  - Bleeding — yes or no?
  - Head injury — feel for bumps, look for fluids, look at eyes (equal sized pupils, reactive to light?)
  - Pain — neck, shoulders, back
  - Pulse, sensation, and movement in hands and feet.
- Send for help: Go quickly but safely. Take back and give clear, calm information and directions. Return to the scene to assist.
- If you have a cell phone, use it. Call the office for help. Again, be calm and clear and specific. However, when using the phone, limit verbalizing injuries. Others can hear you over the air, and you don't want to spread panic. If you think an ambulance will be needed, tell the office to call for one. Someone should wait for and direct the ambulance when it arrives.
- An incident report should be filled out within 24 hours.

## Weather Condition Emergencies

- **Heavy Rain:** Dismount and seek protection. Avoid lowlands.
- **Thunder and Lightning (with or without rain):** Dismount. Tie horses and move away from them. Seek shelter; avoid tall trees, hilltops, and lowlands.
- **High Winds:** Dismount and seek shelter. Watch for dead trees and falling limbs.
- **Tornado:** Dismount and, if time allows, unpack horses and release them. Seek shelter in a depression; lay on your stomach with the saddle over your head.
- **Fire:** If at the barn, unpack horses and release, then report to the ball field. If in the arena, dismount, unpack horses, and report to the ball field. If on the trail, contact the office by radio to let them know where you are and who is with you. Return to the barn as quickly and safely as possible. Dismount, unpack horses if time allows, release horses, and report to the ball field.

## TRIP & TRAVEL POLICY & PROCEDURES

### Preparatory Guidelines

1. Requirements for driving camp vehicles for the transport of campers:
  - a. When transporting campers, drivers must meet the following criteria (**evidence of below must be provided to the camp Director prior to driving any camp vehicle**)
    - i. Be 25 years of age or older
    - ii. Hold a valid driver's license

- iii. Have a clear driving record re accidents/tickets, etc.
  - b. Number of drivers: There must be a minimum of 1 relief driver for every two vehicles on the trip.
- 2. Choosing leaders for trip and travel camps
  - a. Directors for trip or travel camps should have displayed skills relevant to the trip or travel activities.
  - b. They should show evidence of good judgment and ability to assume leadership.
  - c. Appropriate handling of camper behavior should be evident.
  - d. Experience on past trips of similar size, duration, locale, mode of travel, and program focus is important.
- 3. Counselor supervision
  - a. At least 1 adult counselor (over 21), in addition to the director (over 21) must be present on all trips.
  - b. Both male and female counselors shall be present when campers of both sexes and registered for a trip.
  - c. There must be 1 staff member for every 8 campers on travel camps.
  - d. Counselors must be 18 or over and should have made similar trips, or have been campers on similar trips. The PD should be familiar with their abilities.
- 4. First Aid Certification of Trip/Travel Counselors
  - a. At least one staff member must hold a current American Red Cross Standard First Aid Certificate, and present a copy for the camp to keep on file.

### **Lifeguarding of Aquatic Activities**

- 1. For Aquatic trips where primary activity or mode of transportation is on the water
  - a. There must be a staff member certified in American Red Cross Lifeguard Training, Advanced Lifesaving, Emergency Water Safety, Instructor rating in the appropriate craft or the equivalent and or
  - b. Must have documented skills and training in water rescue and emergency procedures specific to the location and activity.
- 2. For trip or travel camps where aquatic activity is incidental
  - a. There must be a staff member certified in American Red Cross Lifeguard Training, Advanced Lifesaving, Emergency Water Safety, and or
  - b. All water activities must be done at a site providing lifeguards with the above training. The trip PD should verify that these qualifications are met for lifeguards at the beaches, pools, or other approved swimming sites.
- 3. Lifeguard camper ratio:
  - a. For trip/travel campers (grade 8-12), there shall be 1 lifeguard for every 20 campers. Camper's skill levels should be checked at the camp before leaving on a trip.
  - b. The lifeguard must be in a location on the beach to have a good view of all the swimmers.
- 4. Emergency Rescue Info.
  - a. The lifeguard must know where the closest phone is, or other source of emergency help, before anyone is allowed in the water. Phone numbers of ambulances or hospitals should be with the lifeguard, if 911 is not available in the area.
  - b. Exact location should be noted, so that it can quickly be reported in an emergency.
  - c. Lifeguard must have at least 1 form of rescue equipment at the site ready for use.

# **AQUATIC POLICIES AND PROCEDURES**

## **Lifeguards at Aquatic activities**

1. All lifeguards at the pool, lake, creek, or any waterfront area, must be currently certified in American Red cross Standard 1<sup>st</sup> Aid, or the equivalent, and CPR.

## **Supervision and ratios of aquatic activities**

1. At all aquatic activities, lifeguards and lookouts must be attentive to their responsibilities at all times, and be located in positions from which they can observe and readily assist participants.
2. Lifeguards and lookouts must be present in the following ratios
  - a. Swimming Pool
    - i. 2 lifeguards for up to 25 swimmers
    - ii. Over 50 swimmers 3 lifeguards present
  - b. Boating area
    - i. 1 lifeguard for up to 25 boaters
  - c. Guidelines for boating
    - i. Children in grades 6<sup>th</sup> and up may use canoes without a counselor or adult

## **Lifeguarding at Boating Areas**

1. Where canoes or paddleboats are being used, a staff member must be on duty who is currently certified in American Red cross Standard 1<sup>st</sup> Aid, or the equivalent, and CPR.
2. The staff member must have demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities involved.
3. The staff member must have been trained and supervised to
  - a. Enforce established safety regulations
  - b. Provide necessary instruction
  - c. Identify and manage environmental hazards

## **Staff use of Pool**

1. For safety purposes 1 lifeguard shall be on duty at all times during staff swims. If 2 or more lifeguards are staffing the pool they may rotate off duty at regular intervals

## **Aquatic Activities at the Creek**

1. Docks should be checked for good maintenance at regular intervals and any problems reported to the Manager of Maintenance.
2. Canoes, paddle boats, and life jackets should be checked regularly and damaged one should be replaced.
3. Rescue equipment should be available at the waterfront. This equipment should be checked and regular intervals to be sure it is in good repair.





**Medical Report of Accident**

Were parents notified?  Yes  No By  Writing  Phone  Other

By Whom? \_\_\_\_\_ Title \_\_\_\_\_ When \_\_\_\_\_

Parent's Response

Where was treatment given?  At Accident Site  Camp Health Service  
 Doctor's Office  Hospital

If treatment was given at camp, where?

By Whom? \_\_\_\_\_ Date \_\_\_\_\_

Treatment given

Was injured retained overnight in camp health service?  Yes  No If so, when?

Treatment given

By Whom? \_\_\_\_\_ Title \_\_\_\_\_

Released to  Camp Activities  Home  Other

Treatment given elsewhere than camp?  Yes  No Where?

By Whom? \_\_\_\_\_ Date \_\_\_\_\_

Was injured retained overnight in hospital?  Yes  No If so, which?

Where? \_\_\_\_\_ Date \_\_\_\_\_  Out-patient  In-patient

Name of physician in attendance

Date released from hospital

Released to  Camp  Health Service  Home  Other

Comments

Persons notified such as camp owner/sponsor, board of directors, etc.

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Describe any contact made with/by the media regarding this situation

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Insurance Notification \_\_\_\_\_ Date \_\_\_\_\_

1.  Parent's Insurance By  Parent  Camp
2.  Camp Health Insurance
3.  Worker's Compensation



## HIV INFECTION / AIDS

The following information shall be included in all staff training events:

This policy attempts to take into consideration that AIDS, or HIV (the virus that causes AIDS), are virus, which are not spread by casual contact. The EPCUMC Camping Board does not discriminate against those persons having AIDS or HIV positive tests. The EPCUMC Camping Board will do its utmost to make reasonable accommodations for the camper(s).

Should a camper's health form indicate HIV/AIDS :

- 1) The camper will be allowed to attend camp as long as his/her health permits.
- 2) The camper's doctor shall submit a report as to the child's ability to participate in camp activities.
  1. Confidentiality shall be maintained as required in PA's HIV Related Information Act of 1990, PL 585, No. 148, wherein it states....
  2. Note: In the unlikely occurrence that future research indicates HIV/AIDS is spread by any other type of contact, this policy statement is void.
- 3) Procedures for cleaning up body fluids at program centers
  - a) To ensure that body fluids involving blood, vomit, urine, feces, semen, saliva and nasal discharge are handled properly – and to prevent the spread of many contagious diseases – all camp staff should be aware of a practice these procedures when coming in contact with body fluids of any camper:
  - b) Equipment Needed: Soap, water, paper towels, disposable gloves, disposable bags, bucket, mops and disinfectants. Suggested disinfectants are Lysol and household bleach (one part bleach to 10 parts water. Example: 1 ½ cups bleach to one gallon water, mixed fresh)
- 4) Methods
  - a) Wear disposable gloves whenever possible, especially if you have open sores or cuts on your hands.
  - b) Discard gloves after each use. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn. (Use soap and hot running water. Rub hand together for approximately 10 seconds to work up lather. Scrub between fingers, knuckles, backs of hands, nails and under rings. Rinse with running water and use paper towels to thoroughly dry hands, and then discard).
  - c) Discard disposable items, including tampons, used bandages, and dressings in plastic lined trash contained with lid. Or, put in a plastic bag, tie shut and place in trash bin.
- 5) For washable surfaces like tables and floors:
  - a) For tables and bed frames, bathroom sinks and stools, wash with Lysol or household bleach (one part bleach to 10 parts water). If using bleach solution, handle with care as it can irritate the skin. Wear gloves. Avoid applying to metal, since bleach can corrode most metals.

b) For floors, use same bleach solution in hot water. Mop up body fluids, dip, wring and repeat until it is cleaned up. Discard water down toilet or drain pipe. Get clean bleach water and go over the area again. Soak the mop and bucket in disinfectant after use. Wash hands.

6) For Non-washable surfaces:

a) For items such as clothing, towels, mattress covers, etc. rinse items under running water, using gloved hands if possible. Place items in plastic bag, close and take to laundry room. Tell laundry person about the bag's items (body fluid containment). Clean sink with disinfectant and wipe dry with paper towels. Wash hands. Wash soiled items separately and, if possible, add ½ cup of bleach to wash water. If not, add ½ cup non-chlorine bleach (Clorox II or Borateem) to wash cycle.\*\* **Never put a child down for making a mess or make a big deal about cleaning it up \*\***

HIV Infection / AIDS Policy and Procedures; Aids cannot be Shared By;

Shaking Hands	Hugging or Touching	Coughing	Sneezing
A Kiss	Swimming Pools	Public Restrooms	Toilet Seats
Drinking Fountains	Straws, Spoons, Cups	Food	Animals
Insects/Mosquitoes	Bathtubs / Showers	Linens / Clothes	

For more information on AIDS contact your local American Red Cross, or call the 24 hours a day toll-free, National AIDS Information Hotline 1-800-342-AIDS. Other resources are your doctor or other health care professional. Local PA Hotline is 1-800-662-6080 or PA HIV Prevention Coordinator at 717-783-0479



**Terrestrial Rabies Fact Sheet**

- 1. What is rabies?** - Rabies is a viral disease affecting the nervous system. It is usually transmitted to humans via the saliva of an infected animal.
- 2. Is rabies a problem in Pennsylvania?** - Rabies continues to be a significant public health problem in the Commonwealth. Since the year 2000, between 350 and 500 animals are annually confirmed in the laboratory to have rabies. In 2007, 62% of the animal rabies cases were raccoons, followed by skunks (14%), bats (8%), cats (6%), foxes (4%), and ground hogs (2%). In contrast to the situation in animals, human rabies in Pennsylvania is rare. The last diagnosed human case in the Commonwealth was in 1984.
- 3. What is the incubation period for rabies in humans?** - The incubation period for rabies in humans is usually 3 – 8 weeks, but can be as short as one week to as long as nine years. It is never too late to seek medical attention for a potential rabies exposure.
- 4. What are the symptoms of rabies in humans?** - The symptoms consist of irritability, fatigue, headache, fever, and pain or itching at the exposure site. The disease eventually progresses to paralysis, spasms of the throat muscles, seizures, delirium, and death. By the time symptoms of the disease appear, rabies rarely can be successfully treated, and virtually all cases are fatal.

5. **How does a person become infected with rabies virus?** - After a bite from an animal with rabies virus present in its saliva, the virus deposited in the bite wound replicates in adjacent skeletal muscle cells. When the rabies virus concentration in the wound becomes sufficient, it enters the nearby nerves. The virus then spreads to the brain, and then travels back through the nerves to the salivary glands, where virus is shed in the saliva.
6. **What should I do if an animal bites me?** - The first step in rabies prevention is to immediately wash the bite wound with plenty of soap and warm water, and then promptly seek medical care. If the circumstances of exposure warrant, human rabies vaccine may be prescribed. Rabies vaccine is highly effective in preventing the disease after an exposure, if given before any symptoms develop. Recently the rabies post-exposure prophylaxis protocol for healthy (non-immunocompromised) persons, not previously immunized for rabies, was changed from a series of five doses of rabies vaccine given in the arm (or thigh for small children) on days 0, 3, 7, 14 and 28 after presentation to the health care provider, to a series of four doses given on days 0, 3, 7 and 14. Immunocompromised patients should receive five doses as previously recommended. Patients, who previously received a complete vaccination series (pre-exposure or post-exposure), should still receive two doses of vaccine on days 0 and 3. Rabies immune globulin is also given along with the first dose of vaccine on day zero.
7. **What should be done with the biting animal?** - If acting normally, dogs, cats, and ferrets may be observed for 10 days from the day of the bite. If the dog, cat, or ferret is healthy after 10 days, it did not have rabies in its saliva at the time of the bite. Observation for 10 days is not an option for other than normally acting domestic dogs, cats, and ferrets. A veterinarian and local health authorities should routinely be consulted to advise if further action is necessary. Other animals should be humanely killed, and the heads sent to the appropriate laboratory for rabies testing. If an animal must be shot to prevent its escape, care should be taken not to damage the brain.
8. **What can communities do to better control rabies?**
  - a. All animals should be restrained and leashed when in public;
  - b. Stray and ownerless dogs should be impounded;
  - c. All dogs and cats should be registered, licensed and vaccinated;
  - d. Mass vaccination clinics should be developed and supported; and
  - e. Wild animals should not be handled or kept as pets.
9. **For more information about rabies:** <http://www.cdc.gov/rabies/>

This fact sheet provides general information. Please contact your physician and/or veterinarian for specific clinical information related to you or your animal.



### Lyme Disease Fact Sheet

1. **What is Lyme disease?** - Lyme disease is a tick-borne zoonosis (a disease shared between animals and people) caused by infection with the spirochete, *Borrelia burgdorferi*. The number of annually reported cases of Lyme disease in the United States has increased about 25-fold since reporting began in 1982. In the United States, the disease is mostly localized to the northeastern, mid-Atlantic, and upper Midwest regions, and to several counties in northwestern California. Cases are scattered throughout the Commonwealth with the highest incidence of disease being located in the south eastern parts of the state. From 2003-2007, an average of ~3700 Lyme disease cases have been reported annually in Pennsylvania.

2. **How serious is it?** - Lyme disease is a multi-system, multi-stage, inflammatory illness. In its early stages, the disease is readily cured with oral antibiotics; however, untreated or inadequately treated infection may progress to late-stage arthritic or nervous system complications requiring more intensive therapy.
3. **What are the symptoms of Lyme Disease?** - Lyme disease most often presents with a characteristic bulls-eye rash, erythema migrans (EM), accompanied by nonspecific symptoms such as fever, malaise, fatigue, headache, muscle aches and joint pain. The incubation period from infection to onset of EM is typically 7 to 14 days but may be as short as 3 days and as long as 30 days. EM is observed in 85% or more of patients with early symptomatic infection; however, some infected individuals have no recognized illness, or have only non-specific symptoms suggesting viral illness, such as fever, headache, fatigue, and muscle aches.
4. **How can Lyme disease be prevented?** - The first line of defense against Lyme disease and any other tick-borne illnesses is avoidance of tick infested habitats, use of personal protective measures such as repellents and protective clothing, and checking for and removing attached ticks. Early diagnosis and treatment prevents late-stage complications.
5. **Is there a vaccine?** - A human Lyme disease vaccine (LYMErix™, SmithKline Beecham Pharmaceuticals) was licensed in 1998. In February 2002, LYMErix™ was removed from the market. Since that time there is no vaccine available to prevent the disease.
6. **How does the Lyme disease bacteria cause disease?**
  - a. Lyme disease bacteria spread from the site of the tick bite by skin, lymphatic and blood-borne routes. The signs of early disseminated infection usually occur days to weeks after the appearance of an EM lesion. In addition to multiple (secondary) EM lesions, early disseminated infection may be manifest as disease of the nervous system, the musculoskeletal system, or the heart. Nervous symptom manifestations include lymphocytic meningitis (inflammation of the fluid covering the brain or spinal cord), cranial neuropathy (especially facial nerve palsy), and inflammation of the nerves. Musculoskeletal manifestations may include migratory joint and muscle pains with or without objective signs of joint swelling. Cardiac manifestations are rare but may include transient heart rhythm disturbances.
  - b. *Borrelia burgdorferi* infection in the untreated patient may progress to late disseminated disease weeks to months after infection. The most common manifestation of late disseminated Lyme disease is intermittent arthritis of one or a few joints, usually large, weight-bearing joints such as the knee. Less frequently, patients develop chronic axonal polyneuropathy, or encephalopathy, the latter manifested by subtle thought disturbances, sleep disturbance, fatigue, and personality changes. Lyme disease morbidity may be severe, chronic and disabling, especially if the disease is treated late. An ill-defined post-Lyme disease syndrome occurs in some persons following treatment. Lyme disease is rarely, if ever, fatal.
7. **How is Lyme disease diagnosed?** – Lyme disease is diagnosed based on symptoms, objective findings (such as erythema migrans, facial palsy, or arthritis), and a history of possible exposure to infected ticks. Blood tests are also performed to detect the body's immune response to the infection. Not all patients with Lyme disease will develop the characteristic bulls-eye rash, and many may not recall a tick bite.
8. **How is Lyme disease treated?** – The consequences of Lyme disease can be significantly reduced by detecting and treating the infection in its early stages with standard antibiotic regimens, since early and correct treatment almost always results in a prompt and uncomplicated cure. Early and uncomplicated infection, including infection presenting with isolated cranial nerve palsy, almost always responds satisfactorily to treatment with orally administered antibiotics. Intravenous antibiotics are generally recommended for treating meningitis, later stage neurologic Lyme disease, and complicated Lyme disease

arthritis. Late, complicated Lyme disease may respond slowly or incompletely, and more than one antibiotic treatment course may sometimes be required to eliminate active infection. A minority of patients have persistent or recurrent symptoms following appropriate antibiotic therapy (“chronic Lyme disease”, “post-Lyme syndrome”). These symptoms may be due to causes other than persisting infection.

#### 9. Who is at most risk of becoming infected?

- a. **Season:** An individual’s risk of developing Lyme disease depends on each person’s likelihood of being bitten by tick vectors infected with *B. burgdorferi*. This likelihood is primarily determined by the density of vector ticks in the environment (which varies by place and season), the prevalence of *B. burgdorferi* infection in vector ticks, and by the extent of person-tick contact, which is related to the type, frequency, and duration of a person’s activities in a tick infested environment.
- b. **Location:** Most *B. burgdorferi* infections are thought to result from exposure to ticks around the home during property maintenance, recreation, and leisure activities. Thus, individuals who live or work in residential areas surrounded by woods or overgrown brush infested by vector ticks are at risk of getting Lyme disease.
- c. **Activities:** In addition, persons who participate in recreational activities away from home such as hiking, camping, fishing and hunting in tick habitat, and persons who engage in outdoor occupations, such as landscaping, brush clearing, forestry, and wildlife and parks management in endemic areas may also be at risk of getting Lyme disease. When in highly endemic areas, individuals can reduce their risk of Lyme disease by avoiding tick infested habitat. If exposure to tick infected habitat cannot be avoided, individuals may reduce their risk of infection by applying repellents, wearing protective clothing, and regularly checking for and removing attached ticks.

#### 10. What protective actions should I take to prevent Lyme disease?

- a. Anyone bitten by a tick should watch the area where the tick was attached for the next month or so. If a rash develops at the site from which the tick was removed, or if an EM like rash develops elsewhere on the body at any time, consult a physician. If a physician diagnoses EM, antibiotics should be prescribed to treat early Lyme disease. Lyme disease is nearly always cured by a 10-day to two-week course of oral antibiotics when appropriately treated at this stage (when the rash appears).
- b. The risk of being bitten by an infected tick can be decreased by using the following precautions:
  - (1) Use insect repellent containing low concentrations (10 to 30%) of diethyltoluamide (DEET) on clothing and exposed skin (not face): (a) Apply DEET sparingly on exposed skin; do not use under clothing. (b) Do not use DEET on the hands of young children; avoid applying to areas around the eyes and mouth. (c) Do not use DEET over cuts, wounds or irritated skin. Wash treated skin with soap and water after returning indoors; wash treated clothing. (d) Avoid spraying in enclosed areas; do not use DEET near food.
  - (2) Avoid tick-infested areas;
  - (3) Wear light colored clothing so ticks can be spotted more easily;
  - (4) Tuck pant legs into socks or boots, and shirts into pants;
  - (5) Tape the areas where pants and socks meet;
  - (6) Wear a hat, long sleeved shirt, and long pants for added protection;
  - (7) Walk in the center of trails to avoid overhanging brush; and
  - (8) Check yourself, family members and pets for ticks after leaving potentially tick infested areas and promptly remove any ticks detected.

11. For more information: <http://www.cdc.gov/ncidod/dvbid/lyme/index.htm>

## West Nile Virus Disease Fact Sheet

1. **What is West Nile Virus (WNV)?** – WNV is an Arbovirus which is transmitted primarily by the bite of an infected mosquito. First identified in Uganda, throughout the 20<sup>th</sup> Century disease was only seen in the Old World, mostly in Africa, the Middle East and central Asia. However, in 1999 it appeared in New York City, and has since then spread throughout the Americas. It first appeared in Pennsylvania in late 2000. The virus also produces disease in birds and horses, and sometimes other animals. Early in the WNV epidemic, human disease transmission occurred via infected blood transfusions and/or solid tissue transplantation. Effective industry-wide testing is now in place to prevent most such transmission.
2. **What is the disease incubation period in humans?** – The time from infection to onset of symptoms of WNV is usually two to fifteen days.
3. **What are the symptoms of WNV?**
  - a. Approximately 80% of people who are infected with WNV will not show any symptoms.
  - b. Up to 20% of WNV infected people will have symptoms such as fever, head and body aches, nausea, vomiting, and sometimes swollen lymph glands or skin rash on the chest, stomach and back. Symptoms can last from a few days to several weeks.
  - c. About one in 150 people, or less than 1.0% of people infected with WNV will develop severe illness known as West Nile encephalitis. Associated symptoms include severe headache, high fever, muscle weakness, neck stiffness, disorientation, numbness, paralysis, stupor, convulsions, and tremors. Coma can result. These symptoms may last for several weeks, the neurological effects may be permanent, and the disease can be fatal. Among those with severe illness, case-fatality rates range from 3% to 15% and are highest among the elderly.
4. **How is WNV disease diagnosed?** – A definitive diagnosis of WNV disease requires that acute and convalescent serum or cerebrospinal fluid specimens be sent to a laboratory for nucleic amplification testing, serological testing, and/or virus isolation.
5. **How common is WNV in Pennsylvania?** - WNV in the Commonwealth is relatively common with 237 human cases having been reported in Pennsylvania since 2000.
6. **What is the treatment for WNV?** - No vaccine or specific antiviral treatment for WNV is available. All health care providers can do is to treat the symptoms by lowering the patient's fever and ease the pressure on their brain. Aspirin should be avoided.
7. **What can I do to prevent WNV infection?** – WNV is transmitted during the warm months of the year when mosquitoes are active. Since there is no WNV vaccine for humans, the best way to ensure personal protection is to prevent mosquito bites. Therefore, the Pennsylvania Department of Health recommends that children and adults routinely wear mosquito repellent while outdoors in the Commonwealth during the April – October mosquito season, especially from dusk to dawn when many mosquito species are most actively feeding. The most effective mosquito repellants will contain DEET and should be carefully applied following the manufacturer's directions.
8. **For more information about West Nile Virus encephalitis:**

## **EMERGENCY PROCEDURES**

### **ELECTRICAL POWER OUTAGE**

In the event of a power outage, counselors are to remain calm and take responsibility for their assigned campers to make certain each of their campers are accounted for. Other adult staff may begin diversionary activities if this is necessary due to the unusual situation of the outage. Singing and/or playing games could assist during this time or until further instructions are given pertaining to the outage.

Water usage must be kept at a minimum as neither the well pump or the sewage system will function without electricity. Refrigeration units must be kept closed so as not to lower the temperature more than necessary.

Flashlights should be available for use during this outage. Candles are not permitted for lighting in any buildings on the site.

A case of bottled water must be kept on hand for drinking purposes only.

### **LIMERICK GENERATING STATION**

State, County and Municipal Emergency plans have been developed and are exercised for a response to an incident at the Limerick Generating Station. The plans were designed to coordinate and support emergency actions that may be necessary should an incident occur.

A standard "Alert Signal" will be sounded over the siren system that has been installed within the approximate ten (10) mile radius of the Limerick Generating Station. THIS SIGNAL IS A STEADY THREE (3) MINUTE SIGNAL.

If this signal is heard, tune to one of the County's Emergency Broadcast System Stations for necessary action. WOGL - AM 1210

If directed to TAKE SHELTER by the information given by the EBS station:

- A. One (1) long blast (of two (2) minutes at least) on the air horn must be sounded to alert campers and staff of the incident at Limerick Generation Station.
- B. ALL campers and staff must report to the dining room and main lounge area immediately upon hearing the one (1) long blast of the air horn.
- C. ALL outside doors, windows, and vents must be tightly closed to keep out any radioactive materials.
- D. Turn off or close ALL outside air intakes.
- E. Counselors must immediately account for all assigned campers and Program Directors must account for all counselors, CILT's, or other assigned staff to their specific camp.
- F. The Manager/Director must account for ALL remaining staff.
- G. Keep radio tuned to Emergency Broadcast System (EBS) station and listen for further emergency instruction.
- H. DO NOT use the telephone during this time. Leave lines of communication open for emergency communications.
- I. REMAIN indoors until official notice is received that it is safe to go out of doors.

If it becomes necessary to evacuate the site, the EBS station will broadcast an announcement. This message will include any special instruction, which might be called for by this particular situation. Instructions for evacuation must be followed promptly and carefully. Personal items and belongings must be left behind to insure the safe evacuation of ALL campers and staff to the temporary shelter as determined by the EMA. If possible, camp files for the week and campers and staff health history forms are to be brought along for future usage during the evacuation process. EMA personnel shall direct loading campers and staff onto vehicles.

Phone number of the Emergency Management Agency of East Vincent Township is 610-933-4424.

### **STORM DISASTER, EARTHQUAKE, TORNADO, OR FOREST FIRE**

During violent storm watches, all campers and staff are to report quickly to the dining room and main lounge area for further instructions as necessary until the storm watch is over. The site emergency signal (six (6) blasts on the air horn for three (3) seconds long) must be sounded to alert campers and staff of an emergency situation.

In the event such an emergency situation should occur, the counselors are to remain calm and take responsibility for their assigned campers and make certain each of their campers are accounted for. Other adult staff may begin diversionary activities during this time so that campers remain calm and do not begin to panic.

Should any of these natural disasters occur and the health and safety of campers and staff are at risk, the Emergency Management Agency would give instructions for possible evacuation or emergency procedures to follow to ensure the safety of everyone involved. The county's Emergency Broadcast System Stations for this information are: WOGL-AM 1210

In the event a disaster strikes without any warning, 911 emergency phone number is to be used and the nature of the disaster, the location of the disaster, and any injuries associated with the Disaster, are to be reported to the dispatcher. The site Manager/Director is to be immediately Notified in the event of any emergency situation of this nature so appropriate follow up procedures are begun.

If the disaster has affected the telephone communications at the site, the Manager/Director will assign a responsible adult staff member to drive a vehicle to the nearest public phone and report the previous disaster information to the 911 dispatcher. This nearest public telephone is located at the Sunoco station at the corner of Route 100 North and Route 23 about one (1) mile from the site. If the telephone there is not in operation, the assigned staff member should continue North on Route 100 until an operating public telephone is found or contact with any emergency support unit.

The telephone number for East Vincent Emergency Management Agency is 610-933-4424. If an order to evacuate the site is given, the following special assignments are made:

- A. The nurse is to take the medical log and the health forms of all campers and staff with her to the mass care center.
- B. The Manager of Maintenance and/or anyone he designates to assist him, will shut off all valves on all propane tanks, especially the one nearest the kitchen. Also, ALL non-essential electrical breakers are to be shut off.

- C. The Manager/Director and/or his assigned staff person are to bring the complete file of all campers and staff currently on site to the mass care center. This file should include the name, address, and phone number of those on site that week.

## **BUILDING COLLAPSE, EXPLOSION, ELECTROCUTION**

In the event of such an emergency situation, counselors are to remain calm and take responsibility for the assigned campers to make certain each camper is accounted for. Other adult staff may begin diversionary activities during this time so that campers remain calm and do not begin to panic.

The adult leaders must conduct a quick survey of the situation to determine if necessary medical assistance is needed. If there are injuries the camp nurse is to be notified immediately and at her/his instructions 911 emergency phone number may need to be put into practice.

The site emergency signal (six (6) blasts on the air horn for three (3) seconds each) must be sounded to alert campers and staff of an emergency situation. ALL campers and staff must be evacuated to a safe area as instructed by the site Manager/Director and remain well away from any emergency vehicles or other necessary vehicles. Staff must begin diversionary activities until such time a determination has been made to allow campers back into their activity or living areas.

Each counselor must be certain each of his or her assigned campers are accounted for during this emergency situation.

The PA Emergency Management Agency should be called in the event of mass emergencies or evacuations.

## **FIRE**

In the event of such an emergency situation, counselors are to remain calm and take responsibility for their assigned campers and make certain each camper is accounted for.

1. Adult counselors for the building are to direct campers in the evacuation procedures as posted for their building.
2. After the evacuation is completed and all assigned campers and counselors are accounted for, the counselor should send one adult or two campers to give the emergency signal for a fire. (Twenty- five (25) clangs on the Farmhouse bell)
3. If a fire extinguisher is readily available and is sufficient to stop the fire, it should be used properly by an adult counselor.
4. A responsible person must call 911 to report the emergency situation to the dispatcher, including the location of the fire, and injuries, or other requested information.
5. Adult counselors should begin diversionary activities with campers in a safe location away from the fire scene.
6. The site Manager/Director must be notified immediately of the situation and assist in any way at the scene of the fire.

# *Camp Counselor Survivor Guide*

## *Camp Innabah Summer*

*Important information on issues and situations that staff counselors, volunteers and program directors experience during a week of camp as well as key tips and ideas about how to be a great camp counselor.*

Adapted from *Summer Camp for Dummies*: Retreat and Camping Ministries: Baltimore Washington Conferene of UMC and Ramapo for Children NY, NY

### **A. What do GREAT Counselors Do?**

- ✧ Get to know your campers
  - Learn their names
  - Find out what is important to them
- ✧ Be mindful of the little things
- ✧ Listen
  - Learn to really listen
  - Practice eye contact
  - Respond to campers questions with a thoughtful answer
- ✧ Keep your commitments
- ✧ Apologize Sincerely
  - If you make a mistake admit it
  - Take responsibility for your actions
- ✧ Give clear instructions and expectations
  - Keep it simple
  - Make rules easy for campers to understand
- ✧ Let go and move on
  - Allow campers to admit mistakes and move on
  - Help campers to recover
- ✧ Set clear and appropriate limits
  - Don't be afraid to say no
  - Be firm, but kind at the same time

## **B. The growing camper: Understanding the typical developmental traits of children**

Source: 1999 American Camping Association [Camping Magazine](#), [May-June, 1999](#) by [Sandy Cameron](#)

### **The Elementary Years (5-7)**

Five-to-seven-year-old campers are curious and excited. They are learning to share and play cooperatively in small groups. They see the world as a place to be explored. Other typical behavioral traits include:

- \* a strong attachment to their home and family
- \* a short interest span
- \* an awareness mainly of themselves and their own desires
- \* a preference for imaginative, make-believe play
- \* curiosity, a desire to explore their expanding world
- \* a desire for repetition of enjoyable experiences
- \* being easily upset by changes in routine or environment
- \* boys and girls playing together readily
- \* depending on adults to meeting physical and emotional needs
- \* a need for patient understanding and close supervision

### **Beginning Independence (7-10)**

Seven-to-ten-year-old campers are beginning to socialize with children their own age. They want friendships and enjoy playing together. They also:

- \* are ready for a live-away experience
- \* have a longer attention span
- \* are aware of others and are willing to share
- \* desire acceptance from their peers
- \* need close friendship with playmate
- \* are able to express themselves freely in art forms and play
- \* desire better skills performance
- \* are interested in group games and activities
- \* want everyone to obey stated rules and regulations

### **The "Tween" Years (10-12)**

Not quite children and not quite teenagers, campers ages ten to twelve are beginning to gain more awareness of themselves and their skills. Making friends and being accepted by their peers is a growing concern. Campers in this age group also:

- \* have a strong desire for a live-away experience

- \* want to be together in groups and teams
- \* have the patience to work toward short-term goals
- \* form cliques and friendship with own sex and age group
- \* seek status through excellence in skills and knowledge of grown-up things
- \* are fairly competitive in team and individual activities
- \* have a growing concern with their physical size and appearance
- \* boys and girls can work and socialize in programs where they share planning responsibilities
- \* like to make, do, and collect things
- \* enjoy being mischievous and daring

### **Seeking Independence (12-15)**

Campers ages twelve to fifteen are becoming more independent, growing away from family ties and influences. However, they still want adult supervision and adult attention to their daily needs. Other traits include:

- \* a strong drive for conformity with own age group
- \* intense feelings and emotions
- \* being greatly influenced by popular adults and teenage idols
- \* rapidly changing interests and ambitions
- \* a long interest span and increasing capacity for self-discipline
- \* a preference for competition with outside groups over competition with friends
- \* idealism about the world at large
- \* concern with their personal appearance, self-consciousness and inhibition
- \* the start of puberty; girls begin to menstruate, boys' sex glands begin to function actively
- \* boys and girls can work together on projects better than they can socialize

### **Impatient to Grow Up (15-17)**

Campers ages fifteen to seventeen are eager to grow up. They want independence and responsibility. At the same time, they are beginning to think about their future and possible career plans. Campers in this age group also:

- \* want to earn money for independence and freedom
- \* desire increased responsibility
- \* need to be treated as young adults
- \* occasionally revert to childish behavior
- \* are very critical of self
- \* seek prestige and belonging to the power group
- \* are able to concentrate and specialize in selected skills and interests

- \* expansive and changing ambitions
- \* are encountering a conflict between idealism and materialism
- \* develop crushes with depth of feeling
- \* tend to cover own weaknesses with similar weaknesses of the group

**In addition to these characteristics, all children and teens want to know that they are respected, loved, and valued for who they are. Show campers that you care, and they will show you respect.**

## **Suggestions for Helping Children Develop Positive Self-Concepts**

- 1) Say something **positive** to each camper daily.
- 2) **Encourage** each camper to achieve success by offering a variety of activities.
- 3) Give a camper **recognition** for the effort he or she makes.
- 4) Help each camper feel he or she belongs and is **valued**.
- 5) Give **eye contact** when talking or listening to a camper.
- 6) **Value a camper's time** when they are anxious to share.
- 7) **Answer questions openly and honestly** and in a timely manner when possible.
- 8) **Do not embarrass** a camper in front of other campers, youth, counselors or parents.
- 9) **Do not** allow your actions to cause a camper to **question their worth**.
- 10) **Compliment** campers when possible in an affirming voice and reinforcing words.
- 11) **Encourage** children and youth to be **proud** of their name, ideas and work.
- 12) Help children and youth **build community** with their peers.
- 13) Create and maintain an environment where campers **can grow** through both their **success and mistakes**.
- 14) **Set goals and activities** using criteria that are age appropriate based on physical and mental needs, as well as social and cultural awareness.
- 15) Promote an **atmosphere** in which each person is **respected, accepted and celebrated** for their uniqueness.
- 16) Always **use a camper's name** when talking to him or her.
- 17) Focus your attention on **positive behaviors** and omit negative behaviors when possible.  
Remember all behavior is purposeful.
- 18) **Treat campers and counselors the way you would like to be treated.**

\*\*\*Adapted from *Suggestions for Helping Children Develop Positive Self-Concepts* Jill Martz, Ph.D. Extension Specialist 4-H Youth Development The Univ. of TN\*\*\*

## C. Behavior Management

In order to minimize explosive situations, the wise counselor will have more than one coping techniques than the campers. The counselor must be able to employ a large and varied assortment of what are called Behavior Management Techniques. **The clever counselor will switch styles and methods, using humor, being flexible, showing firmness while still communicating caring. He or she must demonstrate patience and the ability of active listening.**

Behavior Management Techniques are not and of themselves problem-solving techniques. They are methods to stop escalating negative, disruptive behaviors and help the child and or group regain control. There are a number of different types of interventions available to counselors in their daily interactions with children. These need to be chosen according to a variety of criteria, including the child's need, the situation, the relationship between the child and the counselor, and the counselors own judgment call, based on an assessment of the situation. The counselor's personal style is also of importance in determining the appropriate intervention.

**Here is a list of verbal and non-verbal techniques that can be used to de-escalate potential crisis situations:**

### ✧ Structure the Environment

- Where we choose to talk to a child, whether we sit or stand, who we sit next to, and etc.
- Use it to set a warm and friendly tone
- Stick to a daily schedule

### ✧ Planned Ignoring

- Ignore harmless attention seeking behavior
- Along with ignore praise the child for the appropriate behavior

### ✧ Prompting

- Signaling to the child to start or stop a behavior
- Can be done verbally or non-verbally
- Reminds child of what is expected
- Say "No" or "STOP" clearly and with out yelling

### ✧ Hypodermic Affection

- Affection helps increase a child's self-esteem
- A shot of caring an affection might be just what the child needs

### ✧ Hurdle Help

- Help a child who can not complete a task
- Provide assistance to help the child to success

### ✧ Non-verbal Interventions

- Often having an adult nearby will calm a child down
- A hand on a shoulder or arm may also provide a non-verbal cue

### ✧ Redirecting

- Changing the activity or redirecting the child's actions
- Distract or divert the child from their present situation

### ✦ **Direct Statement**

- Direct statements tell the child clearly what is expected
- This includes making requests, stating rules and issuing commands
- Ask child to repeat what was said to them back to you

### ✦ **Time Out**

- Requires the child to go to a quiet neutral area
- Helps child to calm down
- Some activities can be over stimulate a camper

### ✦ **Mediation**

- Involves getting two opposing parties to talk out their issues and develop a resolution
- Mediator should pick a safe and private location
- Key to good mediation is allowing each side to express themselves uninterrupted

## **D. Discipline of Campers**

### ✦ Discipline may be undertaken by counselors or summer staff.

- Anyone other than the counselor should keep the counselor informed of any disciplinary actions
- Remember everyone works as a team
- Document camper behavior and share info. with PD and other counselors that may be dealing with the child about what works and does not work when dealing with behaviors

### ✦ **Reinforce Campers Positive Behavior**

#### ✦ Use time outs only when necessary

- **Never take away an activity for an entire week**
- Never leave the camper unsupervised

#### ✦ Have the camper perform physical work

- **Only when the punishment is related directly to the problem**
- I.e. Cleaning the floor if food is thrown

#### ✦ Never verbally or physically abuse a camper when disciplining them

- Yelling or screaming at a camper is not appropriate
- Physical punishments such as running laps or push ups are not appropriate either

#### ✦ Do not use shaming sarcasm or ridicule

- Do not tease campers
- Do not shame the child in front of other campers

#### ✦ Physical restraint should only be used when a counselor or PD deems it necessary to maintain a safe environment for all campers and staff

#### ✦ Talk to the camp director if the camper's conduct continues to be disruptive to the program.

- **The decision to send a camper home is only made by the Camp Director**

## E. Specific Campers and Specific Problems

### ✧ Dealing with the Quiet Child

- Avoid assuming they are not interested in the group
- Do not avoid their silence but respect their right to be quiet
- Help them to open up and share even if it is a few words
- Be sure to give the group plenty of time for reflection and debriefing on situations and tasks

### ✧ Cooling the Dominator

- The loudest child often has the largest need
- Involve other members of the group more fully and encourage them to participate
  - ❖ This will discourage the dominator
  - ❖ Avoid statements like “ok you have talked enough”
- Remind them that it is good they like to share but they need to allow others a chance to participate
  - ❖ Ask them to try and listen to other people
  - ❖ Stress how this will help out the group

### ✧ Dealing with the Homesick Child

- Characteristics of homesick children
  - ❖ Stomach ache/ nausea and or headache
  - ❖ Poor appetite
  - ❖ Unwillingness to participate
  - ❖ Attention seeking behavior
  - ❖ Crying or depression
- Help camper over come homesickness
  - ❖ Get them to make new friends
  - ❖ Keep them occupied with activities
  - ❖ Assure the camper of their importance at camp
- **At no time is the camper to call home**
  - ❖ Unless supervised by the camp director
  - ❖ The decision to send a camper home is made by the camp director

### ✧ Discipline Problems

- Try to understand the youth and the problem
- Is the problem lack of understanding on their part
- Specific cases sometimes need specific help
  - ❖ Do not be afraid to seek help
  - ❖ Ask other staff, PD's or the camp director

### ✧ Attention Deficit/Hyperactivity Disorder (ADHD)

- Some statistics on ADHD
  - ❖ 4 to 7% of the childhood population in the U.S. are ADHD
  - ❖ An ADHD child is on average 30% behind in age-appropriate self control
    - ◆ For example a 7 year old camper = a 5 year old, 16 = 12 and etc.
- Children with ADHD want you to know
  - ❖ They can be forgetful but they are not stupid
  - ❖ They ask lots of questions to get a clear picture of directions
  - ❖ They need structure and guidance and high doses of positive reinforcement
  - ❖ They need to be right, so enforce that what they did was WRONG not BAD
  - ❖ They react poorly to surprises and do not deal well with too many details

- What do ADHD kids need
  - ❖ More frequent and immediate positive feedback
  - ❖ Highly motivated incentives
  - ❖ Better eye contact
  - ❖ Tasks presented one at a time

### ✧ **Childhood Anger and Aggression**

- What are disruptive disorders
  - ❖ Breaks rules and loses temper frequently
  - ❖ Gets into fights and trouble a lot
  - ❖ Exhibits no guilt for actions
  - ❖ Often breaks or throws things when angry
  - ❖ Steals, lies, threatens, or damages property
- What can you do if you think a child has a disruptive disorder
  - ❖ Avoid physical discipline and use timeouts instead
  - ❖ Talk to the child about their behavior after and develop coping strategies
  - ❖ Provide praise and attention when the child exhibits good behavior
  - ❖ Increase individual time with the child and recruit other staff to be positive role models

### ✧ **Childhood and Teenage Depression**

- Facts about teenage and child depression
  - ❖ 1 in 8 teenagers may suffer from depression
  - ❖ Many children and teens experience overwhelming feelings of helplessness and sadness
- Some symptoms include:
  - ❖ Change in sleep patterns
  - ❖ Changes in appetites
  - ❖ Inability to concentrate
  - ❖ Loss of energy and lack of interest in activities
  - ❖ Withdrawal from family, friends, and activities
- What to do if you think a child has depression
  - ❖ Let them know there is someone to talk to
  - ❖ Listen to the child and do not criticize or lecture them
  - ❖ Trust your instincts and do not rely on the words of the child about their problem
  - ❖ Explain that the needing and seeking of help are positive and rational courses of action and nothing to be ashamed of
  - ❖ Document behavior and consult the camp nurse or camp director

### ✧ **Other Behavior or Emotional Disorders**

- Anxiety Disorders include
  - ❖ Bi-polar disorders
  - ❖ Panic Attacks
  - ❖ Phobias
  - ❖ Obsessive Compulsive Disorders
- Tips on handling challenging behaviors
  - ❖ Be the kind of person you want the campers to be
  - ❖ Be friendly; know the campers names
  - ❖ Praise good qualities and actions
  - ❖ Separate the action from the person and don't take misbehaviors personally
  - ❖ Keep a sense of humor
  - ❖ Distract! Distract! Distract! Keep the campers busy.
  - ❖ Show disapproval of behavior through speech, facial expressions, & actions.
  - ❖ Avoid getting campers over-tired keyed-up, or tense.
  - ❖ **Above all Patience, Patience, Patience**