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Camp Objectives and Expectations

Salvation Army Camp History:

The earliest recorded camp program operated by The Salvation Army was conducted for Corps Cadets by Bramwell Booth. During subsequent years The Salvation Army developed an extensive program of “poor children’s picnics” whereby large numbers of underprivileged youngsters from city streets were given a day in the country. Eventually, housing was arranged to a week or ten days, with dual purpose of providing a Christian witness and of physically building up the children through good food and abundant fresh air. Each child was regularly weighed at time of arrival and again at departure with the success of the program gauged largely on the poundage gained. The years have brought a greater appreciation on the part of The Salvation Army for the inherent values in a good camping program. Camping at its best is an educational process in which the camper may find a new understanding of God and His creation. The natural outdoor locale provides an ideal setting for the guiding of young hearts and minds towards spiritual values.

Objectives of Salvation Army Camps Today:

The Salvation Army provides a great variety of camping experiences in widely different settings. It must be remembered, however, that all Salvation Army camping is an expression of the deeply rooted spiritual motivation which undergirds all Salvation Army service. From the beginning, there has been a dual development in camping: the community service type of operation which character-building and good citizenship in a Christian atmosphere are emphasized, and the more intensely evangelical camp program for The Salvation Army. The overall purpose of all Salvation Army camping programs should be to serve the total person by accomplishing these objectives of camp.

- To help campers have an awareness of God and His love and, through the love of Jesus, to aid toward spiritual growth and knowledge of basic human values.
- To give campers a fun-filled, healthful, safe, educational, and inspirational experience in the out-of-doors.
- To help campers develop an understanding, appreciation, and sense of stewardship for the out-of-doors, for the natural environment and for all living creatures.
- To help campers grow in understanding themselves and each other, and especially for children to experience relationships with staff as caring adults, and to offer opportunity for people of varied faiths and cultures to develop compassion and love for each other.
- To teach campers to cope with their problems and sometimes to help them solve them.
- To facilitate creative self-expression through thought, worship, song, work, play, physical activity and the development of new skills.

- To assist in developing an appreciation of the wonder and joy of the miracles of everyday living.
- To include provision for spiritual, educational, social, and recreational needs through a creative, healthful experience in cooperative group living in an outdoor setting.

The 4 Basics of Salvation Army Camps:

Throughout the years, The Salvation Army has developed specific aims and standards regarding its camp program and ministry. Because of its mission and holistic approach to ministry, all Salvation Army camps strive to meet 4 basic needs: **Spiritual, Social, Recreational, and Educational**. These needs are met within two kinds of camp programs:

- Salvation Army Camps-** conducted for members of youth groups sponsored by The Salvation Army. Campers receive direct Biblical teachings and are encouraged in their relationship with Jesus.
- Community Service Camps-** Primarily serves children referred by social services agencies and Salvation Army community center facilities. These children may not be members of The Salvation Army church or be involved in one of its youth groups, but may be members in a Salvation Army Boys & Girls Club or a Chartered Community Center.

Spiritual Component

Mission Statement of The Salvation Army:

“The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.”

The Salvation Army’s Interest in Spiritual Growth:

The interest in Christian spiritual growth and personal relationship with Jesus Christ of each camper is an integral part of all activities and is not limited to worship services. This emphasis involves the practice of good citizenship and recognition of responsibility for each other. This includes character building, an appreciation for nature and respect for property. It is therefore essential that all staff agrees to participate in and have respect for The Salvation Army’s objectives and goals at all times during their employment at camp.

Below is a list of expectations and general guidelines as it relates to The Salvation Army’s spiritual emphasis at camp.

- Spiritual enrichment programs consist of such items as Bible studies, vespers, cabin devotions, worship services, and other interdisciplinary studies where the Bible and the Christian faith is integrated.
- A counselor’s personal Christian influence should encourage a camper’s healthy and positive development.

- ❑ As a Christian based organization, the camp will provide personal space, and opportunity for staff worship, Bible study, personal reflection, and a maturing relationship with Jesus Christ.
- ❑ When Christian commitments to faith are made during the camp, the camp director should be notified and ensure the camper's corps officer/pastor and/or parents/guardians are notified for follow-up.
- ❑ Regular religious observances may include, but are not limited to grace at meals; daily devotionals, vespers, weekly services...etc. worship and observances like those mentioned are an important part of the camp life for campers and staff. Staff will be expected to participate in and have respect for these practices of Christian expressions of faith.

The Salvation Army camping program should provide a positive difference in the life of the camper. This emphasis should be expressed as an integral part of all activity; it must be, in fact, a part of the total environment and atmosphere, rather than a separate purpose implemented only by a few specific program items. The spiritual emphasis should set the tone of the entire camp program because spiritual growth is sparked by the wise employment of the many available Christian Education techniques. Spiritual growth requires an opportunity to experience natural surroundings and beauty, loving and mature relationships; an opportunity for creativity, frequent times of contemplative quiet listening, fun, laughter, physical fatigue from healthful exertion, cleanliness, and satisfying food; a chance to be alone and to be with others in happy creative endeavor; an outlet for expressing oneself with acceptance, praise and approval.

Social Growth:

Another of the primary elements of camping in this setting is the emphasis placed on the development of strong social skills through team building exercises and other group activities. The ability to negotiate through various social situations is a skill that all of us need and, by encouraging youth to participate in these activities we help them develop and strengthen these skills.

Lessons learned in this arena will help young people in their present situations in school or within their families and also later in life as they move on to the College setting and into the workforce, and when they develop marriage relationships and families of their own.

Below is a list of expectations and general guidelines as it relates to The Salvation Army's social emphasis at camp:

- ❑ All campers should be urged to participate in social activities to their comfort level
- ❑ Watch for campers who will naturally dominate the spotlight and ensure that other campers have fair opportunity in social activities
- ❑ Encourage campers towards participative and shared activities in stead of "one leader, many followers" activities.

Recreational Growth:

Good health is paramount to a good life. The bible exhorts us to be good stewards of the life that we are given and one of the most important ways we can do that is to maintain an adequate level of physical fitness. The camping environment is a great place for campers to unplug from their computers and iPods and plug into good clean fun! The sports and recreation equipment at all our camps likely exceeds what most of our campers have available to them on a regular basis, so take advantage of it!

Lessons and teaching begun in areas of spiritual and social growth can very often be reinforced in the recreational arena, giving campers the immediate opportunity to work on those skills and put them into action. Learning the spiritual aspect of sharing, working together in a social situation and then participating in group recreational activities all work together to get the message home!

Below is a list of expectations and general guidelines as it relates to The Salvation Army's recreational emphasis at camp:

- All campers should be urged to participate in recreational activities to their individual level of comfort and capability
- Watch for campers who will naturally dominate the spotlight and ensure that other campers have fair opportunity in recreational activities
- Guard against campers developing athletic cliques that dominate recreational and sporting activities

Educational Growth:

Part of the greatest commandment is given to us in this way ... "love the Lord your God with your entire mind..." While that quote references the heart and soul and strength: the inclusion of the mind is indicative of what God has provided for us to learn. Salvation Army campers should be challenged to strive for personal excellence in learning and, while they are at our camps, be provided with opportunities to learn. Given their natural outdoor setting, the study of the natural world is an obvious area where we can encourage campers to dig deeper and learn about the world that God has charged us to care for.

The camp setting also provides time "unplugged" from distractions and, in that sense, can help our campers focus on learning some new skill or information.

Below is a list of expectations and general guidelines as it relates to The Salvation Army's educational emphasis at camp:

- All campers should be urged to participate in recreational activities to their individual level of comfort, capability, and interests
- Not all learning needs to be day based, take some time to study the stars and planets that may not be visible from cities or larger metropolitan areas

Total Growth – Wholeness:

Children and adults grow spiritually, mentally, physically with loving nurture. The total camp program is governed by the spiritual objective of Salvation Army camping and is the fulfilling of that objective; camping is, in fact, a spiritual program. The whole person is a spiritual being and so all that he or she does is of spiritual significance. Schedules are necessary, as well as detailed plans for programs, but the carrying out of that schedule and the implementation of the program need to be done so that social, educational, recreational, and spiritual growth of our campers are happening.

The social, educational, recreational, and spiritual are all inextricably interwoven. The program must be well rounded for it has been shown that a positive experience, success, or even understanding in one area opens the door to another. Is it not possible that overcoming fear of going into the water when encouraged and reassured by a loving, concerned waterfront counselor will open a child's ears and heart to a message of the love of Jesus? Innumerable comparable illustrations of growth could be drawn. New skills help to increase a feeling of worth, as does individual attention and love given in dealing with problems. These growths result from camp activities that provide a unique, loving community where sharing experiences lead to opportunities for decision making.

The staff should be aware of the moment-by-moment opportunities for teaching. Too frequently children have been exposed to varying and conflicting values; they are without stability against which to measure, weigh and determine action. Parents have been unable or unwilling to instill values, schools do not wish to assume responsibility, and church has influenced the lives of too few. The staff should be aware that they need to begin relating camp experiences to questions of right and wrong and of the meaning of life. With this understanding, the staff will be more sensitive to the teachable moments that will occur and will effectively communicate God's love to the children.

Activity: Have staff reflect their camp experience on a half a sheet of paper.

In the camping situation there are a wide range of emotional, psychological, physical, social, and spiritual needs which can be met. Such needs may include a sense of belonging, recognition, acceptance, love and understanding, security, achievement, self-understanding, self-expression, ability to get along with others, integrity, a personal value system, appreciation of solitude, spiritual awareness and a purpose in life.

Interrelationship Between Summer Camp and Corps:

- Summer ministries provide an excellent opportunity for evangelism and reinforcement of the discipleship training available to young people and adults in the corps.
- The summer ministries bring us in contact with many new families and if planned correctly, can form a triangle of reinforcement to our evangelistic efforts.
- By the end of the summer a large number of new families will have been contacted who, with careful follow-up, may be candidates for the triangle of discipleship training programs: Sunday School, Junior Soldiers, and Corps Cadets.
- The concept of relationship of the summer programs is extremely important for personal and program reinforcement as well.

Concept of Relationship:

Where strong support is given to Salvation Army Youth Camps, the local corps program is strengthened. YP Bandsmen return as better players. The girls and boys of the Guards, Sunbeams and boys' organizations grow in their awareness of the program, in skill attainment, in character and citizenship development and in an understanding of God's influence in their lives and in the natural world. In other words, where a strong relationship exists between camp and corps, the persons and programs flourish.

Expectations of Employer to Campers and Staff:

Safety:

Camping has traditionally been thought of as an expression of freedom - freedom from the usual restrictions of urban living, from routine and confinement. No one wishes to destroy this. Children, especially those from unfavorable areas of the inner city, need physical freedom, adventure and opportunity to make choices and decisions. Thus, rules at camp are difficult. However, consideration for health and safety justifies firm rules. Prevention involves planning, organization, education and awareness - essential parts of staff training and camper orientation.

Rules:

- One of the most effective ways to assure clarity, understanding, uniformity, and consistency is to have written rules and procedures. These should be provided for all potentially hazardous programs such as all waterfront activities, camp craft, sports, biking, archery, and arts and crafts. Attention should be given to rules governing the use boats, bicycles, fire, bows and arrows, power tools and volatile substances.
- Planning and written procedures are also required for transportation, for natural hazards such as extreme weather conditions and changes, extreme heat and sun, electric storms and severe rainstorms, rocky rough terrain and for contact with poisonous plants, insects, and

dangerous animals. Adequate, appropriate and protective clothing and footwear is a frequent concern when serving children from poverty areas. Explicit plans must be made for searching for lost or runaway children.

- Fire and disaster present potentially massive danger. Caution, preventive planning, and prepared emergency procedures are essential. Procedures must be written, clearly understood and practiced. Staffs training during the orientation and weekly fire and disaster drills are "musts."

An Equal opportunity employer:

The Salvation Army provides equal opportunity to employees without regard to race, color, religion, sex, national origin, age, disability or veteran status. Likewise, camp provides opportunity for living and interaction with people from differing backgrounds. Salvation Army camps welcome staff and campers from all races, creeds and cultures.

Helping My Leaders, Co-Workers and Campers:

- Your attitude and the way that you treat your leaders, your co-workers and your campers will help to determine what kind of summer you will have.

SO WHAT CAN I DO?

- I can help leaders...
 1. Through my energy and willingness to be present and involved
 2. By ensuring that camp is a safe and healthy environment for all
 3. By having a good spirit and friendly attitude
 4. By being where I am asked to be or need to be at the appropriate time
 5. By having a willingness and desire to learn and grow
- I can help my co-workers...
 6. By being a team player and genuinely caring for others
 7. By valuing and recognizing the abilities, skills, and strengths of others
 8. By respecting the privacy, personal property and space of others
 9. By ensuring that my words and actions always seek the well being of others
- I can help my campers...
 1. By being friendly without showing favoritism
 2. By being firm, but not bossy or demanding
 3. By treating all campers with respect and by modeling good behavior
 4. Through being actively involved in camper activities and entering fun, joy, and camp experience into their
 5. By creating a fun but safe learning environment

The Salvation Army Camp Personnel Policies and Practices 2010

A Statement of Ideals

- The primary purpose of The Salvation Army in the operations of camp is to help children, youth and adults to live in harmony with Christian principles.
- Camping provides opportunity for creative living with people from many very different backgrounds. The Salvation Army camps welcome staff and campers from all races, creeds and culture.
- Essentially, The Salvation Army Camps serve children from an area who will benefit from a program dedicated to the enrichment of life experience in the out-of-doors under the loving guidance of interdisciplinary professional skills. The welfare, the growth and the happiness of every child are the responsibility of every staff member.
- The Salvation Army's interest in the spiritual growth of the camper is an integral part of all activities and is not limited just to worship services. This emphasis involves the practice of good citizenship and recognition of responsibility for one's fellowman. This goal also includes health-building, for nature's wonders and respect for property.
- It is essential that all staff members become a part of The Salvation Army's objectives at all times during employment at camp.

Abuse of Children: Physically, Emotionally, and Verbally

- Under no circumstances will a staff member abuse a camper physically, verbally, or emotionally. Such actions will result in immediate termination as well as removal from the campgrounds. Additionally, such actions will be reported to stated officials.
- Staff members who observe or hear any such form of abuse are required to report the incident immediately to the camp director.

Adult Magazines, Photos & Videos

- Material which are sexually explicit or graphic in nature are not permitted. Possession of any such material is grounds for immediate dismissal. No movies rated over PG-13 are allowed on camp

Alcohol, Drugs, and Tobacco

- The use and/or possession of alcohol, drugs, cigars, cigarettes, and/or tobacco will be cause for dismissal. This includes any use of substances in camp or away from camp, on duty or during free time and days off, while in the employment of The Salvation Army.
- The use of prescribed drugs for medical purposes is allowed. However, this must be acknowledged on your medical examination form and the camp nurse must have knowledge of the situation. Counselors are to keep prescriptions in the nurse's office.

Animals/Pets

- In the interest of health and safety, animals and pets must not be brought to camp.

Camp Administration

- The infirmary, the overall maintenance, and other business relating to all units are under the direct jurisdiction of the camp director, which is the D.Y.S. The camp director will delegate areas of responsibility to other head staff.

Camp Equipment

- Camp equipment (handicraft and athletic equipment) and resources are available for staff use when such use does not interfere with the campers program and when approved by the person responsible for the equipment.
- These should be checked out through the camp office. The equipment may be used either in assisting with campers programs or for personal. All equipment is to be checked out. The person who checks it out is responsible for property maintenance and timely return.
- Any lost or damaged equipment will be repaired/replaced at the cost of the staff member who checks it out. If you are requested to return equipment and fail to do so, it may be confiscated and you will not be allowed to check out further equipment.

Camp Safety

- The camp will be a place of safety for our campers throughout the summer. Counselors and staff will be responsible for monitoring safety. Program/Counselors will be responsible to see that the off-limit areas listed are enforced unless for an organized program.
- Campers are not allowed beyond the cabin areas unless supervised
- Shoes are to be worn at all times
- Lake
- Staff housing areas- off limits for campers at all times
- Wooded areas
- Swimming pool

Cell Phones/Entertainment/Video/Gaming Equipment

- These items may be used in your rooms only. None of these should be brought outside of rooms unless approved by the camp director.
- Texting, checking your email or talking on your cell phone is not permitted while you are working.
- Campers are never to be allowed to use your cell phone. Walkmans, iPods, etc. may be worn only during free time and never while on duty.
- The camp will not assume responsibility for money or valuables. There is no camp insurance provided for your personal valuables.

Check out

- A checkout sheet will be posted at the office for those times you are allowed to be out of camp. Prior approval should be secured before leaving camp. This must be approved by the camp director. Any time you leave camp that is not a normal day scheduled off, it will be deducted from your pay. All staff MUST sign in and out of camp whilst employed.

Code of Ethics and Camp Conduct

- The Salvation Army camp exhibits high character and goals and a person working for The Salvation Army camp must also exhibit high ideals and strong moral fiber.
- It is expected that each staff member, while employed by the camp, will adjust his/her personal habits and activities to the customs, policies and ideals of camp, and will conduct himself/herself at all times, both in and away from the camp, so that he/she will reflect the objectives of the camp.
- Actions that are becoming to the camp program and objectives are cause for staff dismissal

Curfew

- All staff members must observe the curfew as set. This means that you are to be in your room not on your way to your room at curfew. Before curfew you are requested to respect those who might already be sleeping by not being loud and staying away from campers and program staff areas. Breaking curfew is reason for dismissal.

Daily Schedule

- The daily schedule will be set forth by the particular camp in session.
- All staff will attend all meals- including breakfast.
- There will be daily staff meetings for the summer staff. Attendance is mandatory unless arrangements are made with the DYS.
- All staff members are expected to attend evening programs and vespers to give support to the camping programs and the campers. Your cooperation and enthusiasm are requested. At times you will be assigned to assist with classes or programs. Please participate cheerfully and willingly.

DHQ and Year Round Staff Housing

- The DHQ and year-round staff houses are the private residences of the divisional staff officers and employees who work year-round at camp. These personal houses are not to be entered by staff or campers. This includes DHQ officers' houses, DMD and ADMD houses, the Camp Caretakers' house, the Kitchen Coordinator/Cook's house and the Nurse's house.

Dinning Hall

- Staff members should only be in this facility during meals and working hours. Only dinning room staff is allowed in the kitchen or behind the serving line.
- At times evening snacks will be served under the authority of the camp director. No personnel are to be in the cooler, freezer or pantry area without the specific permission of the camp director or dinning room supervisor. Taking food without permission is considered stealing and cause for dismissal.

Dismissal

- Dismissal is decided by the camp director. Dismissal will be the result of failure to perform assigned duties, conduct that shows lack of consideration for the welfare of other persons in camp, gross insubordination, or misconduct that endangers the health and welfare of the camp, campers or staff members, or when not in accord with the objectives of the camp. There will be automatic dismissal for the following:
 - Use of drugs, alcohol, tobacco
 - Abuse of camper physically, emotionally, and verbally
 - Adult magazines, photos, and videos
 - Not following Code of Conduct
 - Immoral sexual behavior as outlined under "Relationship with others"
 - Breaking curfew
 - Stealing
 - Possession of weapons

Discipline/Write Ups

- When polices are violated (other than infractions that warrant immediate dismissal), the staff member will sign the write up and it will be placed in their employment file. Three write ups will result in dismissal.

Dress Code

- Camp staff shirts have been provided for all staff and must be worn everyday as well as appropriate camp attire will be expected at all times. Those expectations are but not limited to:
 - Shirts may not be cut or torn.
 - Shoes are to be worn at all times except when involved in pool activities
 - Short shorts or skirts are inappropriate, as well as spaghetti strap tops, tube tops, or tops that show too much cleavage or midriff.
 - Please wear proper undergarments
 - Pants must be pulled up so that no underwear is showing.

- Shirts must be worn at all times. Exception is made for men during waterfront activities. Cut off shirts or half body shirts can only be worn by males and only during recreation.
- One-piece swimsuits are required for females. Males must wear modest trunks (no Speedos or cutoffs)
- Pajamas-style pants are not considered appropriate wear for camp
- T-shirts or other articles of clothing with suggestive or inappropriate slogans, pictures or logos, are not to be worn.

Emergency First Aid

- There will be first-aid equipment located in each cabin under the responsibility of the counselor. Emergency equipment will also be available at the health care center, the pool, the waterfront, at the main office and in other locations as indicated by the nurse and your camp director.
- If the emergency situation can be treated by first aid in the nearest locations, do so and report to the camp nurse immediately. All staff emergency and medical needs must be reported to the camp nurse.

Emergency Leave

- In the event of death or serious injury in the family of an employee, leave may be granted at the discretion of the camp director. If you leave camp for an emergency and are unable to work on a scheduled workday, you will lose pay for that day.

Federal Withholding Certificate –W-4 Forms

- Must be completed with social security number, exemptions, and signatures during the orientation period, if not before. No salary can be paid without this. Also, an Employment Eligibility Verification form is required.

Fire Procedures

- Remain Calm. Move campers as far away as possible from the fire and to the designated meeting area. Notify the camp director and emergency services as directed. Take attendance.

Golf Carts

- These are assigned to certain staff members for carrying out the responsibilities of their job. Only those assigned are to drive them. Any unauthorized use will result in employee disciplinary action.
- Anyone found misusing a golf cart will lose all cart privileges. Anyone damaging a cart will be responsible for any repair costs. Carts should be driven on sidewalks and road if at all possible.

Gratuities

- The Salvation Army camp will not accept gratuities from parents, visitors, or friends for services rendered by staff during the summer camping season. Staff members are not allowed to accept gratuities from anyone.

Health

- Those under 18 must have a complete physical prior to arriving at camp. All employees must complete a health form as provided. The employee must make a statement of good health, and freedom from physical defect, which might interfere with adequate job performance.
- If at anytime the camp director questions the fitness of an employee, the director reserves the right to have the employee examined by the camp physician at the camp's expense. Medication shall be the responsibility of the employee unless the illness or medical problem originated in camp.
- Routine medical visits that are not emergencies should be scheduled during time off. These routine visits and all medications are the employee's personal expense and will not be covered by the camp insurance.
- The nurse will be on duty 30 minutes before and after each meal to give medical attention to staff and campers (please do not crowd the Nurse's office). Help keep control and be courteous. If there is an emergency illness, it must be reported immediately to the nurse. The camp nurse and/or camp director will determine appropriate action.
- If the camper or staff member needs emergency room treatment, transportation will be available at all times to the nearest medical facility. The camp director's vehicle will be available for use as needed. The nurse and assistant nurse will be responsible to work with the medical facility to make prior arrangements for treatment, etc. The camp director/camp nurse will provide transportation as needed. If you are ill and unable to work on a scheduled workday, you will lose pay for that day.

Internet

- The wireless password will not be given out to any staff members – if you require internet connection- you will need to obtain authorization from the camp director who will instruct the camp secretary to input the password to your laptop. A computer with internet connection is available for staff use in the office; you may sign up for available time with the camp secretary.

Insurance Workman Compensation

- Accident and Medical Insurance is carried with Chesterfield Resources for the protection of campers.
- All persons employed by The Salvation Army are protected by Workmen's Compensation Insurance. Through this protection, The Salvation Army assumes responsibility for expenses incurred as a result of illness of bodily injury sustained while the employee is carrying out the responsibilities of his/her employment.
- An authorization for medical release (included with your hire packets) will need to be signed by all employees. This allows the Workmen's Compensation Carrier to obtain the necessary information in the event you are injured while on the job.

Laundry

- There will be a set time to wash clothes each week.

Living Quarter Inspection

- The quarters will be inspected by the camp director or assistant. They will inform the occupant(s) of any unusual findings and un-kept areas. At the end of the working period, a final inspection will be conducted for any damages. Please leave your quarters as clean as you found it. If there is any garbage left, or room items broken, your final paycheck will be assessed for damages.

Mail

- Mail and messages can be picked up in the office.
- All outgoing camper mail should be taken by the counselor to the office. Incoming camper mail will be distributed at lunch.

Medication

- All medication belonging to staff members should be kept in the locked cabinet in the nurses' office.
- Lists of campers requiring medication will be provided to the appropriate counselors. The counselor will accompany the campers to the nurse at the designated times for them to take their medicine. Any campers found with medication in their possession, with the exception of asthma inhalers, should be taken to the nurse.

Missing Campers

- A missing camper should immediately be reported to camp director or head counselor. Every staff member is not to assume that someone else will report. You, the staff, even though not directly related to the program, is responsible for the health and safety of each camper. Any camper who is found wandering alone should be stopped and talked to. Find out where they belong and then escort them there being sure that someone knows they are accounted for. If a camper doesn't know where they belong, take them directly to the office or to the head counselor. See attached lost camper procedure.

Office

- The office is available for working on camp programs. Research materials such as devotional books, camp skits, and class materials may be obtained in the office to be used in various programs.
- Please remember that the office is a place for business to be conducted. Be respectful of the people trying to work the office is not a hangout.

Organization

- The camp director is responsible for the operation of the camp. Certain program segments function under the leadership of assigned staff members with other staff working with those leaders.
- Every staff member is free to approach the camp director as well as the assistant and associate camp director on any matter. We are a team and open and free communication is essential to getting the job done.

Personal Automobiles

- The camp is not responsible for personal automobiles. Personal automobiles must be parked in the designated area and are not allowed to be driven around camp with the exception of unloading and pickup.
- Staff members who invite other staff to share their car do so at their own risk. The Salvation Army is in no way responsible for any accidents. Campers are not to ride in staff vehicles under any circumstances.
- All keys are to be turned into the camp director. When you are approved to go off camp for time off or other reasons, you will sign your keys out and then sign them back in.

Personal Hygiene

- Staff members must at all times maintain a high standard of personal cleanliness, neatness, and an attractive appearance. It is expected that all staff will take daily showers, brush their teeth, wear clean clothes and maintain a high level of personal hygiene.

- It is the responsibility of each person to keep his/her living quarters clean and orderly (there will be an inspection of staff quarters daily) and to share with the director the responsibility for keeping the entire camp clean, orderly, and in good condition.; unhealthy, dangerous or undesirable conditions must be reported immediately.

Personal Sports Equipment

- Personal sports equipment is the sole responsibility of the owner including who uses it, liability, training and all safety issues. Personal equip should be stored and handled safely for the protection of all people.

Program Staff

- The program staff is made up of Salvation Army Officers and local leaders from the division. These individuals are assigned in advance to assist with summer camp programs and classes. Although you are not directly responsible to these individuals, you are to treat them with respect and courtesy at all times. If a conflict arises, do not confront the program staff member. Report the incident to your immediate supervisor.

Program Staff Lounge/Living Quarters

- The program staff lounge is for the convenience of those Officers, volunteers or guest who may be visiting camp. The lounge and living quarters are off limits to staff and campers.

Relationships with Others

Relationships with other staff members:

- It is expected that you will do everything possible to get along with other staff members. Arguments and disagreements are to be settled quickly and quietly, involving as few other people as possible. Campers are never to be brought into disputes among staff members

Relationships with the opposite sex:

Therefore:

- Public display of affection are limited to hand holding
- There will be no sitting in laps or laying on or across one another
- Your relationship is never to interfere with your duties as a staff member
- You are not permitted to be with the opposite sex in any empty buildings, the woods or other remote areas of the camp where you would not be located quickly in an emergency. This includes daytime and evening hours
- You are permitted to be together in the staff lounge, common area or other central location until curfew.
- Any immoral, premarital, sexual relationships are strictly forbidden and will result in immediate dismissal.
- No boy/girl relationship are to occur between staff members and campers

- At no time are girls permitted in boys' rooms or boys permitted in girls' rooms. This includes sitting in the doorway, walking into the room to wait for another person, or being in the room together with the door open. This is grounds for dismissal.

Relationship to the Camp Directors:

- The camp directors are concerned about your well being. Feel free to seek out the directors at any time. All conversations will be in strictest confidence

Relationship with officers and program staff:

- The program staff members serve as the primary instructors during each camp, and should be treated with respect and helpfulness. Please do everything you can to assist them in their classes, and make them feel welcome at camp. If a problem arises, discuss this with the assistant camp director.

Repairs

- Emergency repairs needed should be immediately reported to camp director. If regular repairs are needed, please put these on a Work Order form. These forms can be picked up and turned in at the camp office. Forms are to be turned in immediately after breakfast.

Resignation

- Employees are required to give at least one-week notice. During the time between notice and leaving, the employee should do all things possible to protect the interests of the camp, keep a good spirit, and prepare his work for a successor.

Room Safety

- Fireworks are not allowed in the cabins or staff housing. No lit candles or cooking is allowed in rooms. Please make sure to lock your door when leaving.

Salary

- Salaries are payable by check on a bi-weekly schedule. Dates will be discussed during orientation. Please Note: upon receiving your first check, please make sure that your address and social security number are correct. This will avoid your last check being mailed to the wrong address. In the event that a camp period is shortened by fire, epidemic or accident requiring the camp to be closed, the employee's salary will be pro-rated.

Seasonal Employees

- Please know that there are no benefits available for seasonal employees. This will include sick days, vacation time and personal time. Also, no allowance will be given for jury duty.

Security

- There will be a security guard patrolling the grounds during the evening. Anyone caught out will be reported to the camp director.

Severe Weather

- In the event of severe thunderstorms, counselors may be instructed to keep campers in the cabins and conduct rainy day activities. Counselors should remain calm and reassuring to the campers and should come up with fun activities to divert their attention from the storm.
- Should campers be in the pool when bad weather appears, they will be removed in the event of lightening and taken to the nearest building. The lifeguards will remain in charge until it is safe either for the campers to return to the pool or to go to their cabins.

Staff Housing

- The staff dorms and lounge are here for the convenience of the summer staff. It is great privilege for us to have such beautiful buildings; therefore, we will treat them with respect and responsibility. A cleaning and maintenance schedule will be assigned for those who occupy these facilities. Please be very responsible as occupants of these facilities because there will be many others after you that will live there.

Staff Lounge

- A lounge is provided for your relaxation and recreation. Each staff member is expected to show respect for lounge property and equipment. Everyone is expected to assist with keeping the area clean. Be sure to clean up after yourself. Any time the lounge is occupied the lights must be on and blinds open.

Tax Deduction

- Federal income taxes and social security payments are deducted as required by law. Employees receive the agreed salary, less the total amount of deductions. A federal income tax W-2 will be sent to you by The Salvation Army Finance Officer at the beginning of the year. Be sure to file an income tax return to get a refund on part or all of the taxes from your paycheck, if desired. The income form is available at your post office.

Time Off

- Regular Camp Staff: Each staff member shall receive time off when possible during the day and will be discussed during Orientation. In addition, there are weekend breaks between regular camp sessions. Staff may leave the camp during these extended breaks, but must notify the camp director of their intention to leave and where they can be reached. Same rules apply during off-time as they do while camp is in session. Camp staff under the age of 18 must provide a letter of permission from the parent/guardian in order to leave campgrounds or spend the night off camp ground.
- Conservatory Staff: Each staff member shall receive time off when possible during the day. In addition, there will be other opportunities for time off scheduled by the conservatory camp director.
- Counselors may rotate time away from the cabin in the evening. This time will begin after the entire cabin is quiet and not prior to 30 minutes after lights out. The counselor with night out is responsible for delivering snack to their co-counselor on staff snack night.

Visitors

- Visitors may be entertained only with the permission of the camp director. It is expected that no one will visit/tour the camp during a camping session unsupervised by the administrative staff member.
- All visitors must have prior approval by the camp director.
- All unknown persons seen on the campgrounds are to be stopped and questioned as to the purpose of their being on the campground.
- All visitors must check-in at front office and be given permission to come on campus. If a parent or legal guardian comes to pick up their child, copies of identification will be made and compared to information on file (camper's health form signatures) by the camp director. Campers will be released to persons other than parent or legal guardian only after verified written permission has been received from legal guardian or parent.
- Campers who are dropped off by The Salvation Army units can also be picked up by representatives and or Corps Officers of these units.
- If a visitor stays for mealtime, there will be a charge for their meal. Visitors may go swimming only with the permission of the camp director and waterfront director. They may not interfere with campers swim time or other programs.

Weapons Policy

- The Salvation Army camp prohibits the carrying or possession of concealed handguns or any other weapons on our property, by employees, visitors, or campers.
- Your camp director will advise you concerning such objects as pocket knives. If you have questions as to what is appropriate, ask. Those who fail to observe this policy will face disciplinary action and possible termination.

Worship

- There are regular scheduled religious observances at The Salvation Army camp. These include grace at meals, daily devotional periods, a united Sunday Worship service, Vespers, etc.
- These worship experiences are for deepening and strengthen each individual's own spiritual life, whatever his/her particular creed or belief. The Salvation Army camp is an expression of faith.
- Those who represent The Salvation Army speak from this faith without apology, just as we would expect each individual to uphold his faith. Worship is a very important part of The Salvation Army camp.
- Salvationists are expected to wear their uniform to worship services while camp is session. All others are asked to wear proper attire (dresses and slacks – no shorts).
- All staff will sit with or interact with the campers in evening programs. No one is allowed to sit or stand at the back or sides of a program. All support staff will be assigned to sit with and help a cabin for each night program.

The Salvation Army Standard Operating Hiking Policy/Procedures

Hiking is more than walking to cover distance or get to a destination. The Salvation Army is concerned with personal enjoyment of the out of doors, with personal safety and the safety of others, and the protection of the environment. Hiking trails enable the campers to have the adventure of exploring the uniqueness of the camp. The age, experience and readiness of the camper will determine which hike to take.

Tips to Make Hiking Fun

1. Don't be in too big of a hurry – take time to see and investigate things - look at curious shapes, insects, scenic views.
2. Play games during rest stops – What do you see in cloud shapes? What noises do you hear? How many colors can you see in nature?
3. Walk in small groups, two staff member with each group. Stay in voice contact with each other. Put fast walking campers in one group and slow walking campers in another. Keep one staff member in the front of the group, and one staff member (the first aider) at the back
4. Be sure distances between rest stops are realistic. It's better to have several short rest stops than one long rest stop. At rest stops, wait until everyone has had a chance to rest before walking again. Do not start when the group in the back catches up, they don't get a break!
5. When you are pointing out interesting things along the way, be sure everyone hears, not just the ones in the front of the line.
6. Remember to take a snack – make some trail mix, raisins, apples, or oranges are good choices

Staying Found

1. Check your position – orient yourself frequently. Make note of special landmarks as you hike. Be aware of the direction of the sun.
2. Stay with the group. If you want to stop to rest, or go exploring to investigate something interesting, or tie your shoe – tell the counselor!
3. Use the buddy system. You and your buddy are to pay attention to the whereabouts of each other and look out for each other's well-being. Be ready to tell the counselor if anything is unusual.
4. Stay on trails and don't try to take short cuts. It is easy to become confused and tired.

If You Get Separated From the Group

1. The greatest danger is panic within yourself. Sit down, rest, think, and stay calm. You will be found! The counselors will not be angry with you should you become lost. (Staff note: Lost children have avoided searchers because they were afraid of punishment.)
2. Stay near those places where searchers are likely to look for you. Along a trail or road, near the place where you were with the group.
3. Select a tree, rock, or bush and stay with it until you are found.
4. Stay out in the open where you can be easily seen – don't be tempted to hide, even though you are frightened. If you hear helicopters, make yourself BIG. Get out in the open and lie down with your brightest colored clothing on top.
5. Searchers will be calling out, and then listening for you answer. When you hear voices, shout "I'm here," count to 100, then shout again. The searchers will come toward your voice.

Safety Considerations

1. A staff member must obtain a hiking first-aid kit from the nurse's station and carry a walkie-talkie on hikes outside the main camp program areas. Carry an Epi-kit if someone in the group is allergic to bee stings. Review the symptoms and first aid for heat stroke and heat exhaustion.
2. Sign out in the camp office and notify them of your expected time of return.
3. There must be one staff member with ten campers.
4. Before leaving camp, have an orientation meeting with the campers. Talk about where you are going and the fun you expect to have! Review the procedures of 'Staying Found' and what to do if separated from the group. Remind campers how to identify poison ivy/oak, and to check themselves for ticks when they return from the hike. Discuss safety regulations and ways they can protect the environment.
5. Check campers to be sure they have shoes and socks, a hat, water, sunscreen on, and clothing appropriate for the trip.
6. Take drinking water from camp or other tested source. Don't drink from streams or ponds, etc.
7. When planning menus for hike lunches or dinners, choose foods that will not spoil easily in the time they are away from refrigeration.
8. Don't take unnecessary chances with wild animals by feeding or attempting to catch them.
9. The best way to avoid rattlesnakes is to be alert! Don't step where you cannot see. Don't put your hands in holes in logs, trees, or rocks.
10. In case of a thunderstorm, seek shelter under low trees. Remember that lightning will strike the tallest thing.
11. In case of emergency, remain calm, and contact the camp office or nurse. Follow the camp emergency procedures.

Hints for Hikers

1. Use a steady, rhythmic pace. Shorten steps to go up an incline, lengthen going down.
2. When hiking in single file, keep three or more feet apart to avoid whipping branches and falling rocks.
3. Keep arms and hands free when hiking.
4. Wait a few minutes before drinking cold water or eating, so blood can go out of the muscles and back to the stomach.
5. Leave the woods, streamside and trails so that no one will be able to tell that you have been there. Leave flowers for others to enjoy.
6. A good position for resting is flat on your back with your legs raised.
7. Encourage campers to use the rest room before leaving camp. In case of an emergency, use an individual "cat hole" at least 200 feet away from the trail or water.

Rules of the Road for Hikers

1. Keep one staff member in the front of the group, and one staff member (the first aider) at the back
2. Stay on the trail. No shortcuts, cutting switchbacks, etc.
3. If it is necessary to walk on the road, walk on the left side, facing traffic.
4. Observe trespassing signs. Get permission to go on private property. Leave gates as you find them.
5. Cross roads as a group. Line up single file along the side of the road facing the opposite side of the road, with a staff member at each end. The staff members call "all clear from the right (or left)" then the group walks across as a single line.
6. Do not ask for or accept rides from strangers.
7. Be responsible for you own safety, for the safety of your buddy, and the group.
8. Give trail right-of-way to faster hiking groups. Step off the trail to the uphill side for horses.
9. When hiking at night, wear light-colored clothing and carry flashlights (Turned downward).
10. Enjoy the silence of the woods. You'll see more wildlife! In public places, be courteous. Loud singing and shouting or loud games will disturb others.

The Salvation Army Aquatics/Waterfront Standard Operating Policies/Procedures

General

1. Every staff member is charged with the responsibility for the safety of campers and for following the rules. All lake and pool activities will fall under the jurisdiction of the Waterfront director. His/Her instructions as well as the instructions of all the lifeguards must be adhered to by ALL employees, Officers, campers and visitors.
2. The Waterfront director (head Lifeguard) is responsible for scheduling qualified personnel for all pool and lake activities (including boating) during operation of the summer camp.
3. Each aquatic activity shall be staffed by certified lifeguards in accordance with the ratios established for the activity (most situations 1:25). There must be a minimum of two staff members on-duty at all times (with at least one being an adult), a person or persons certified in standard first-aid and age appropriate CPR and a stocked first-aid kit at each aquatic activity.
4. A "Lookout" is on duty to assist the lifeguards in maintaining safe supervision of campers and lifeguards and lookouts should be positioned in strategic locations so as to have the most advantageous viewpoint to supervise waterfront activities whilst being readily available (guard chairs, boat dock, poolside, boats, etc) **Not Permitted by lifeguards and lookouts:** Reading, sunbathing, long conversations, letter writing, or other activities that distract from camper supervision. Lookouts have been oriented to their responsibilities and have demonstrated elementary forms of non-swimming rescue
5. Campers and staff must follow all safety rules posted at waterfront areas. Staff accompanying campers is expected to assist in enforcing rules/policies.
6. The buddy system is always in use at the waterfront areas
7. If severe weather approaches (thunder and lightning), all waterfront activities will be closed and campers must leave the area immediately. Other weather conditions (fog, high winds, mist) which may close down the waterfront areas will be up to the discretion of the waterfront director and/or camp director.
8. Staff members are trained in and can demonstrate non-swimming rescues during pre-camp orientation and are oriented to their responsibilities as lookouts. Emergency procedures are periodically rehearsed throughout the season at the direction of the waterfront director/head lifeguard.

Pool Guidelines

1. Swimming pool will be locked when not in use and the lake area will be considered off-limits when lifeguards are not present and on-duty. A certified lifeguard must **always** be present and on-duty when swimming or boating areas are utilized (pool and lake). No-one, including lifeguards, is ever to swim alone in any aquatics area.
2. Each camper takes a swim test the first day of camp to determine their swimming ability and will be issued a colored wrist tag.
3. The following pool safety rules are reviewed during the first free swim:
 - a. Obey lifeguards at all times
 - b. No running
 - c. No horseplay around or in the pool
 - d. No pushing campers or staff into pool
 - e. No glass or food inside the pool area
 - f. No climbing or sitting in the lifeguards seats
 - g. Do not touch the rope between the shallow and deep end
4. Upon entering the pool area, campers are doused by overhead shower before getting in the pool
5. The buddy system is used at free swims. Each camper chooses a buddy. When the whistle is blown, all swimmers immediately get out of the pool, find their buddy and wait for further instruction. This is rehearsed at least once during every free swim.
6. Staff accompanying campers to the pool should plan to have the campers ready to enter at the scheduled time. Campers' line up outside the gate in a buddy-line until the previous group leaves the pool area.
7. Wheelchairs in the pool area must have the brake set and a chock in front of the wheel to prevent accidental rolling. In the direct vicinity of the pool and on the banks of the lake, there are no barriers to prevent a wheelchair from rolling into the water. There is fence that provides protection from the pool provided that wheelchair-bound individuals remain outside the fence.

Lake/Boating Guidelines

1. No camper is to be at the lake unless there is staff from the waterfront team present and certified in lifeguarding and first aid/CPR. This policy remains in order during times when staff members are off (at no time are staff members to be in the water (pool or lake) when lifeguards are not present.
2. Staff members are instructed in basic small craft safety rules and emergency procedures during pre-camp orientation
3. All canoes and boating equipment should be inspected on a regular basis and any repair needs reported immediately to the waterfront director. PFDs are given a safety check immediately prior to use.

4. All campers and staff must properly wear a personal flotation device (PFD) while in watercraft. The life preservers must fit properly and they should be the right size. The cords at the neck should be tied and the cord around the waist should be securely buckled and snug. If the life preserver is grabbed at the shoulders and lifted up, the camper's should not be able to slip down into the life preserver. All life preservers are given a safety check before using & there should be no tears, rips or missing parts.
5. All campers are instructed in safety rules and given basic boating instruction, including dry land practice before going out on the lake. Training includes:
 - a. Self-rescue in case of capsized or swamping
 - b. Boat handling, boarding, disembarking, trimming, loading, and changing positions
 - c. Donning and use of PFD
6. Campers are first instructed in the following safety rules:
 - a. A life preserver must be worn properly at all times
 - b. Boat capacity for each watercraft
 - c. When using canoes or row boats, paddle on opposite sides
 - d. No dangling of feet over the sides of boats
 - e. No horseplay
 - f. Never stand up in rowboats or canoes
 - g. Never leave a capsized boat even if it is partially submerged. Wait to be rescued.
 - h. Be courteous and considerate of other people in the boat
 - i. Always listen to the lifeguard, instructor & lookout.
 - j. No swimming is allowed in lake at any time
 - k. No one is to be at the lake after dark
7. A staff member (lookout) must always be present on the shore
8. Buddy system must be used while on the lake
9. There is one certified boating instructor for each six boats on the lake. The overall ratio of one staff person for every ten participants must be maintained at all times.
10. Wheelchairs in the lake area must have the brake set with a chock in front of the wheel to prevent accidental rolling.
11. At the lake, the lifeguard may be supervising from the shore or in a canoe/boat. All lifeguards (lake and pool) must always be attentive to duties!
12. No one is to be thrown into the lake for any reason at any time.
13. Boats will be locked during hours not designated for waterfront activities
14. Motor boats are to be used ONLY with the Waterfront director's explicit permission and the permission of the camp director. NO EXCEPTIONS MADE. Only those assigned to operate motor boats will be allowed to drive the boats, including the pontoon boats.
15. Infractions of boating rules will result in permanent non use.
16. Person overboard – give extended paddle or oar and pull to boat side. If distance is too great, throw life jacket, and move boat to person in water.

Staff Policy on Canoe/Boat Usage

1. No staff member may use boats without a lifeguard (preferably with Lake Rescue skills) present and on-duty. On-duty lifeguards must be an adult.
2. Life preservers (PFDs) must be properly worn at all times
3. The same safety rules outlined under “Lake/Boating Guidelines” are followed
4. All staff using the boats must get permission from the camp director and Waterfront director and must check in after the activity is over.

Emergency Procedures

1. Whistle blows to get all swimmers out of water.
2. Lifeguards immediately assist distressed swimmers in remaining above water and getting them out of pool/lake. Lifeguards administer required first-aid/CPR or take other necessary measures as situations warrants.
3. Nurse is immediately notified and 911 is phoned (if situation warrants)

Safety and Rescue

Rescue

Capsizing is part of the sport of canoeing. Boaters should be able to handle their own craft in capsizes and swamps and aid others in need. Always be prepared to swim. Dress properly and wear your life jacket. Being prepared is the first step to rescue. Self rescue is the quickest and surest method.

Self Rescue

The simplest form of self rescue is wading or swimming to the closest safe shore with the canoe. In moving water, stay on the upstream side of the boat; this prevents entrapment of your body between the canoe and downstream obstructions. On a lake, if the self-rescue involves a long distance to shore, you may want to re-enter the canoe even if it is partially filled with water. Whenever possible, stay with the canoe. It provides positive flotation, and a large object is more visible to rescuers as well as power boats that might otherwise run you down accidentally. In some moving water mishaps, it may be advisable to release the canoe and swim to shore. The safest method of swimming in moving water is on your back with your feet downstream. Keep your head up and your toes at the water's surface. Use your feet to fend off rocks. Position your body to ferry into the nearest eddy using strong kicks and your arms to help direct your movement. Do not stand up in the current until you are in water less than knee deep. Standing in fast moving water that is more than knee deep may result in injury or drowning due to a foot entrapment.

Emptying the Canoe

To empty a capsized boat that is floating upside down in water where you can stand, raise one end of the canoe to the water's surface. Push down on the opposite end of the boat while lifting one gunwale to break the water's suction. With the canoe still upside down, raise the canoe out of the water with help from a partner on the opposite end. After allowing several seconds for the canoe to drain, roll the canoe to the upright position on the surface of the water. In deeper water, a canoe over canoe rescue is most effective.

Re-Entering the Canoe in Deep Water

If shore access is not possible, you can re-enter the canoe from deep water. Begin by placing your hands on both gunwales near the wide section of the canoe, although hand placement may vary due to canoe width and stability, arm length, and paddler strength. There should be space available for your body in the section to be entered. Pressing down with both hands and using a strong kick, lift the body upwards until the hips are across the nearest gunwale. Roll onto your back and sit on the bottom of the canoe before bringing your legs in. Hands

paddle the canoe if necessary to retrieve paddles and gear. Swamped canoes may be paddled to shore with paddles, or if necessary with your hands. They may also be bailed. A second canoe can assist by holding the gunwale opposite the side being re-entered, thereby stabilizing the boat. Tandem paddlers help stabilize the boat for their partners and re-enter one at a time from opposite sides.

Rescuing Others

When in position to assist others, use this Rescue Sequence: Reach, Throw, Row, Go

Reach – Often reaching a hand to a swimming paddler can bring them safely to shore or to your canoe's gunwale. A paddle can extend your reach safely.

Throw – When the swimmer is too far away to reach with a paddle or pole, a thrown float or rope can often aid the paddler's rescue.

Row – If the swimmer is beyond range to be thrown a rescue device, the rescuer should maneuver his/her boat to assist in position where a reach or throw technique is possible. A rescuer in a boat is safer than a swimming one.

Go – As a last option, a trained and properly equipped rescuer can swim to the aid of the swimmers. Bystanders should call for help.

Boat Bump Rescue

When paddling to rescue a swimmer, tow the swimmer at the stern of your canoe while bumping the swamped boat to calm water at a close shore.

Boat Over Boat Rescue

In open water with a second canoe to assist as a rescue boat, a boat over boat rescue is quick and very effective. Assume a tandem boat has capsized: Capsized paddler #1 holds onto the end of the rescue canoe. Capsized paddler #2 helps line the capsized boat forming a "T," and remains in the position at the bottom of the "T". The rescuers at the top of the "T" hold onto the capsized boat's end allowing capsized paddler #2 (bottom of the "T") to push down on the boat and break the vacuum. This action raises the end near the rescue boat up and out of the water. With capsizes involving lightweight people, more than one person may be needed to push down on the end of the boat.

Keeping the boat upside down, the rescuers pull the boat up and across their craft until it balances on their gunwales forming a "+". Be careful not to pinch finger between the two boats. The capsized paddlers should keep hold of the canoe as it is pulled in, and move to stabilizing position on the rescue boat. The rescuers allow the boat to drain, then flip it upright position while continuing to balance it across both gunwales.

The rescuers slide the canoe into the water without losing contact. They stabilize the craft, gunwale to gunwale, with their own boat. The capsized paddlers re-enter with either deep water re-entry or a rescue sling entry.

The Salvation Army Challenge Course Standard Operating Policy/Procedures

The Primary Goals of the Challenge Course are

- To increase the participant's sense of personal confidence
- To increase mutual support within the group
- To develop an increased level of agility and physical coordination
- To have fun

Staff members are trained by an experienced challenge-course instructor during pre-camp orientation in the areas of safety procedures, teaching techniques and overall course operations and management. No staff member may supervise campers at the challenge course unless they have undergone the proper training and their skills have been documented and verified. Challenge course activities will occur when properly trained and certified staff is available.

A minimum of two staff members must accompany each group, one of which must be first –aid and blood borne pathogen certified. A two-way radio will always be present while the course is in operation. A first-aid kit is kept in the prep room. The challenge course director will provide overall leadership and direction to all course activities. In his/her absence, the camp director is responsible for the challenge course.

The maximum number of campers allowed at the challenge course site is 1:10 per trained adult. Staff must directly supervise each element. Free play is never acceptable. Facilities are to be used only during daylight hours.

Participation Requirements

All campers will participate in proper ground school training prior to being given access to the course. Campers will receive instruction and be carefully supervised until competency is demonstrated in proper spotting, falling and self-rescue techniques prior too course participation.

Safety Consideration

Staff members are responsible for ensuring that spotters are located in positions from which they can continuously observe the activity and quickly assist the participant. Helmets must be worn by all participants and spotters (located within boundaries of course). All helmets are to be sprayed after each use. All equipment is to be properly placed and stored in storage room. In case of an accident, staff members need to remain calm, take command, and give clear instruction. The nurse and camp director are to be notified immediately and proper emergency procedures are to be followed. Victims are not to be moved until professional medical personnel have arrived if there is any possibility of back or neck injury.

Challenge course staff members are responsible for the daily upkeep of the challenge course. The camp caretaker is responsible for the overall care and maintenance of the course. Course staff will conduct a safety check prior to each use. Maintenance request forms are to be completed and submitted if one of the elements needs attention.

Program Activities

All campers must be provided with instruction before use of the course.

The challenge course director is at least 21 years of age. The lead facilitator(s) is (are) at least 18 years of age and facilitators are at least 16 years of age. All challenge course staff are certified in first-aid and CPR, and have experience and knowledge with the challenge course process, safety, and emergency procedures.

Each facilitator can supervise up to 10 persons on the challenge course at one time. In addition, the group will provide 2 observers (usually counselors over 18 years old), per activity, to assist with supervision and observation of the participants in the challenge area. Normally, there is one activity occurring at a time so the observers can change when the activity changes. Observers will serve to help ensure that participants honor safety regulations. The observers will be instructed in their roles by one of the course facilitators. The facilitator shall:

- Advise campers and staff of safety practices and potential hazards of the challenge area and conduct safety first supervision
- Remain at the challenge area while groups are present and in position to continuously observe and quickly assist any climber
- Utilize proper safety checks before any participant ascends the course
- Station observers so they can see climbers at all times and clear the area in case of emergency
- Conduct all challenge area rescues

The challenge course is inspected and maintained by the camp staff and Challenge Towers Inc. only. Use of the challenge course must be cleared with the camp director in advance. Use of the challenge course must always be coordinated with the camp director.

Challenge Course Rules and Safety Precautions

- Use of the challenge course without a trained facilitator approved by the camp director is strictly prohibited.
- Users of the challenge course must sign a waiver prior to using the course. Minors must have a parent/guardian signature. The site director or trained facilitator will review all waiver forms for signature prior to allowing guests on the course.
- Direction from the facilitator shall be strictly adhered to.
- No climbing allowed without safety gear and facilitator go-ahead

- Inspections shall be conducted before any person has access to the course. Inspections will be done by the camp director, caretaker or trained facilitator and will be documented and filed in the logbook. Inspections shall include review of the ropes, cables, guy wires, carabineers, harnesses, pulleys, helmets and the area around the challenge course, and connection points.
- Only a trained facilitator shall perform a rescue with another facilitator
- Climbers shall wear closed toed shoes, remove loose clothing and tie hair back
- Climbers will be instructed to a voice command demo before participating on the course.
- Participants should drink lots of liquids before coming to the challenge course to help prevent dehydration
- Participants should have adequate sun protection to prevent burning
- Participants should remain under shade to prevent heat exhaustion and exposure.

Any questions should be directed to the challenge course director or camp director.

Spotting

Spotting is the most important safety method for initiative (low ropes) elements. The main role of the spotter lies in protecting the climber's head, neck, and upper body should a fall occur. Spotters should understand that although they should always be in a position to support a falling climber, it is usually very difficult to literally "catch" a falling body, even from a small height.

Teaching Spotting Technique

Teaching spotting to participants is one of the most challenging aspects of the challenge course. The technique itself isn't complicated; the difficulty lies in the fact that would-be spotters don't understand their importance until they actually have to spot a falling person. Following is a list of some of the important aspects to remember when teaching spotting.

- Spotters should mimic the movements of the climber, positioning themselves to anticipate any falling action
- Spotters should always be focused on the climber
- Spotters should anticipate a fall at any time
- Spotters should be aware of the special dynamics of each element (i.e. swinging from a rope)
- Spotters must understand how important their role is to both the physical and emotional safety of the climbers. Joking around and horseplay are not acceptable
- A thorough knowledge of proper verbal and acknowledgement commands

Verbal Contract

Whenever someone is ready to engage in a movement, either in practice, or during an activity, a certain set of communicative acknowledgements **MUST** occur between the participant(s) and the facilitator(s). This creates an additional avenue to ensure safety during the activity. The following is an example of such communication:

- Climber says “**Ready to climb.**” With this question, the climber is indicating that he/she is ready to proceed (ascend/descend/other).
- Facilitator(s) say “**Clear to climb,**” indicating that the route is clear. When the spotter is in the correct
- Climber says, “**Climbing.**”
- The facilitator says, “**Climb on,**” giving the go-ahead to proceed.

The same types of commands are used for clipping in/out, transferring and belaying. No participant or facilitator is ever to be disconnected from belay cables while on the course.

Emergency & Rescue Procedures

In the event of an emergency, careful attention will be given to maintaining a peaceful and calm atmosphere so as to not increase the possibility of additional collateral damage. When an incident occurs that is deemed “not ordinary” or “emergent,” the lead facilitator will coordinate the response and rescue.

While the lead facilitator tends to the needs of the participant in need of assistance, the remaining facilitators will supervise the other participants, having them leave the course, if possible, or if necessary the lead facilitator will either make contact with the victim or he/she will “call” the rescue and assign another facilitator to actually initiate and carry-out the rescue.

In the event of a line drop, the facilitator will first attempt a simple “Buddy Rescue” to bring the fallen participant back onto the line. Then, the facilitator will monitor the participant up/down to the next element.

In the event that a participant can not be re-lined, he/she will be belayed down by multiple facilitators. In the event of a belay rescue, all remaining participants will be required to either depart the course or remain in their current positions until the rescue has been undertaken and completed.

If, after the rescue has occurred, there appears to be the need for additional aid to be rendered to the victim, the nurse will be called to assess and respond as appropriate.

The Salvation Army Archery Standard Operating Policy/Procedures

General

- Archery is not recommended for campers under age nine. A participant in archery activities must be old enough to understand safety procedures and handle equipment correctly. Archery may not be appropriate for some older campers. Evaluate your campers before taking them to archery.
- Staff will be instructed during pre-camp in the areas of safety procedures and teaching techniques by a trainer with Level 1 Archery Instructor certification or documented experience indicating knowledge and skills in teaching and supervising an archery program. The trainer will observe counselors to verify knowledge and skill in teaching and supervising; knowledge of safety practices, equipment use and maintenance, and technique.
- One certified staff member for 24 campers. The certified staff member must have knowledge of safety practices, equipment use and shooting technique. There is always at least one other counselor present to make the overall ratio 1:12.
- A walkie-talkie will be available at the archery range in case of emergency.
- A first-aid kit will be located in the storage box. Please notify the nurse when supplies are used so they can be replaced.
- After arriving at the archery range, explanation of safety rules posted at the archery range and demonstration of equipment must be completed.
- The instructor is responsible to supervise campers using the archery equipment, carefully monitoring the performance of each camper until competency is demonstrated.

Equipment

- There should be an assortment of bows and arrows suitable for all campers. Staff is responsible for checking equipment before use. Broken arrows and bows should be taken to office immediately following the activity. The targets should be checked to make sure they are secure. Every camper will be issued a wrist guard to use during archery.

Safety Consideration

- Maximum number of shooters matches target out in the range
- Archery equipment must be stored in the shed and locked when not in use. Bows hanging and arrows stored in the quivers.
- Don't use broken/cracked arrows. Always check arrows; especially if they have hit the ground.
- Campers waiting a turn to shoot must wait behind the designated archery shooting line.
- In case of an emergency, remain calm, take command and give clear instructions. Have all archers put down their bows and arrows right away and step behind the waiting line. Attend to the camper in need of help and summon nurse via the radio right away, if needed.

Safety Rules

- Wrist guards are provided and must be used.
- Never point a bow and arrow at a person when drawn.
- Arrows are not picked up until "Load" command is given
- Never shoot your arrow until the "Fire When Ready" command is given
- Never draw the string without an arrow, overdrawing can occur and break the bow.
- When aiming arrow, keep tip pointed toward the target. Shoot only at target, never at anything else (trees, animals, etc). Never shoot an arrow straight up into the air! One never knows exactly where that arrow will fall.
- After completing round, campers place bow in the quiver and step back behind archers shooting line to wait for others to finish and listen for command "Retrieve Arrows"

Bow Rules

- Always keep you bow off the ground – rest tip on your shoe instead
- Always hold you bow vertical to the ground
- Only draw back your bow if it has an arrow knocked in the bow

Arrow Rules

- Only use arrows given to you by your instructor
- Keeps arrows in quiver until command to shoot
- Always keep you arrows pointed down or towards target
- If you drop an arrow, it is considered a shot arrow, leave it on the ground until you are told to get you arrows.

Archery Range Procedures

- Wait behind the waiting line until you hear “Archers to the Shooting Line”
- Pick up your bow and straddle the shooting line. Keep your arrows in your quiver until you hear “Begin Shooting”
- After you have shot all your arrows, set your bow down and step back behind the waiting line.
- After everyone is done shooting and behind the waiting line, the instructor will say “Retrieve you Arrows”. Walk down to the target line and wait for further instructions. The instructor will then tell you to get your arrows. Take turns, one archer at a time.
- When pulling your arrows out stand to the side of the target and make sure no one is standing behind your arrows. Pull your arrows out one at a time. Pull your arrows out correctly. Return to waiting line when you are done.

Commands Used

- “Load” – waiting and preparing to shoot
- “Fire when Ready” – Shoot arrows. Campers put bow in quiver when finished
- “Retrieve Arrows” – Campers get arrows after all have finished

Demonstration of Shooting

1. Correct Stance
 - a. Straddle shooting line
 - b. Shooter's body in a "T" formation
2. Nock
 - a. Place arrow on arrow rest, holding the arrow close to the nock index feather (odd-colored feather) pointing away from the bow
 - b. Snap the nock (Open slot at end of arrow) onto the bowstring under the nock indicator
3. Set
 - a. Use the middle fingers- one above the arrow and the other two below the arrow
 - b. Use the first groove in your fingers to create a hook
 - c. Try not to pinch you arrow – hold gently between fingers
4. Pre-Draw
 - a. Raise your bow arm towards the target and slightly bend your elbow
 - b. Look at the target and aim
5. Draw
 - a. Pull the bowstring back to the corner of your smile keeping your elbow up
6. Anchor
 - a. Touch the side of your cheek with your first finger
7. Aim
 - a. Focus on target
8. Release
 - a. Straighten out your fingers all at once and let go of the bowstring
9. Follow Through
 - a. Keep your bow arm up
 - b. Continue focusing on the target until your elbow hits the target
10. Removing your Arrows
 - a. Place your hand flat on the target with the arrows between your fingers
 - b. Take your free hand and grab the arrow shaft down next to your other hand (both hands should touch)
 - c. Pull gently, twisting slowing if arrow is in tight

The Salvation Army Emergency Procedures

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camper's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the campers and staff ALWAYS come first.

Major Injuries and Accidents

If you are the primary staff member at the scene in camp:

1. Count to ten and evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear in your instructions to campers and staff. Use calm tone of voice.
3. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victims. The person rendering first aid must enter the information in the camp health log within 12 hours of the incident.
4. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games or other activities. Retain one staff member at the scene of the accident with the victim.
5. Contact the health-care supervisor as soon as possible. Provide a clear description of the emergency and your location.
6. Notify the Camp Director or other administrative staff in the camp office. If someone else answers the call, tell them; "This is an emergency, I must talk to the Camp Director." Do not discuss the situation with them.
7. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
8. Once the health-care supervisor/Camp Director arrives at the scene, summarize the situation and answer questions. The health-care supervisor or Director will take charge.
9. Prepare accident reports within 24 hours.
10. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

If you are not on camp property:

1. If the injury is not a life/death situation or is an illness, contact camp first. IF the emergency appears to be life/death related, call 911 first (or appropriate EMS number), then notify the camp.
2. Be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments “off the record.” Do not speculate.
3. Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the Camp Director.
4. Make **NO** statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under **NO** circumstances reveal the name of the victim or other persons involved.
5. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number too.
6. Contact the child’s parents only if you have authorization form the Camp Director or health-care supervisor.

If you are a secondary staff member at the scene:

Campers’ safety is first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic ...remember, you must set an example for the campers at the scene.
3. Offer advices only if you are more knowledgeable about the incident or you are asked.
4. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials.
5. Assist in preparation reports as needed.

Waterfront Emergencies

General Guidelines:

1. The buddy system used at all aquatic activities. The buddy board is also used at the pool area.
2. “Buddy Checks” need to occur at least once during each aquatic activity period.
3. Waterfront staff and watchers should have periodic rehearsals of aquatic rescue procedures.
4. In the event of an aquatic emergency, the waterfront staff member with highest qualification/position shall be in charge.

At the Pool

Near-Drowning:

1. The lifeguard signals a long blast on the whistle. The signal alerts other pool staff and watchers that it may be necessary to clear the pool and put rescue procedures into action.
2. Lifeguard on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques. If she/he requires help in the rescue, she/he extends a clasped fist into the air. Remaining lifeguards assist with the rescue.
3. Lookouts and additional guards signal all campers and staff to leave the water and the pool area. The lookouts/counselors will supervisor the campers.
4. One counselor will be asked to report immediately to the officer and explain the nature of the incident. The health-care supervisor and Camp Director will be contacted immediately. If the emergency is a drowning or major injury, **911** will be contacted, (Follow procedures for Major Incidents and Accidents.)

Lost Swimmer

If a camper is missing during a buddy check or the camper's buddy or counselor notifies the lifeguard's lookouts that a camper is missing;

1. A whistle is blown for a "buddy check". Everyone immediately gets out of the water and a recount of swimmers is immediately taken.
2. Unit staff assigned by the waterfront director or lifeguard will take other campers out of the pool area or other designated place.
3. Waterfront staff will immediately scan the pool, then check the changing room and restrooms.
4. Waterfront staff will designate a staff member to inform the camp office of emergency details. If the camper is not found, Missing Person Procedures will be followed from the Emergency Procedures.

At the Lake

Capsized Canoe/Boat:

1. Camper must complete a "tip test" prior to canoeing to receive instructions on what to do in the event of a capsized canoe. Everyone in a canoe must wear a size-appropriate PFD.
2. When the staff has spotted a capsized canoe, instruct the other campers to move away from the area. Talk to the campers and tell them to do just what they did during the "tip test."
3. If the campers are unable to maneuver themselves and the canoe to safety, a staff member should canoe next to the campers and assist them.

Lost Swimmer:

Campers are not allowed to swim in the lake. In the event that a camper has capsized his/her canoe or fallen into the lake, follow appropriate rescue techniques. If a camper is missing:

1. Remove everyone immediately from the lake and onto the shore while a recount is quickly taken.
2. Unit counselors take campers away from the lake and inform the office of emergency details.
3. Waterfront staff scans the lake until other help arrives.
4. The administrative staff contacts other staff members and proceeds to the lake area with a walkie-talkie. One staff member will stay by the phone. A rescue squad (911) should be contacted, and the emergency procedures followed.
5. A designated drill person will stay on the shore and direct the others to look for the camper, moving with as little movement as possible. Depending on the condition of the lake, the staff may look via canoe, rowboat, or by swimming: The safety of the staff members is very important! If needed, masks, snorkels, and other rescue equipment are available at the pool area.
6. The search continues until rescue authorities arrive and take over and directs the staff on their duties.

Fire:

Fire drills are held within the first 24 hours of each session as prescribed by state law. The safety of campers and staff depends on everyone performing their job efficiently. To avoid confusion during an emergency, learn your responsibilities well.

Review with campers an emergency exit from their sleeping area and where to assemble when they hear the alarm.

Exit:

If it is necessary to immediately evacuate the camp, campers will be divided by cabins and loaded into all camp vehicles and staff cars and transported to a safety zone. To expedite this process, staff cars must be parked facing out and an ignition and door key turned into the camp office.

Electrical Storm:

Lightening will seek tall objects, so stay from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building or automobile. All swimmers and boaters **must** go to the edge and get out of the water upon the signal from the waterfront staff.

Signal:

Announcement over the PA system or blasts from an air horn are the 'signals.' When the signal is heard in the unit, campers are to be assembled. Contact the camp office by walkie-talkie or runner to let them know you've heard the signal and to receive any instructions. When the alarm sounds, the head maintenance worker is responsible for contacting the lakeside area to notify them of the emergency. If a unit/cabin has not been contacted within 5 minutes, a runner will be sent and contact will be attempted in person.

If the fire is in the unit, designate one staff member to walk the campers away from the fire (upwind or downhill). Another staff member is designated to sound the air-horn alarm and to notify the camp office. Other staff members attempt to contain the fire using hoses, rakes, shovels, bucket brigade, and the fire extinguisher. Begin fighting the fire at the outside perimeter, not in the middle, since attacking the center tends to spread it more. Use good judgment! Do not risk injury to staff or campers.

When the Alarm Sounds:

Stop all activities, assemble all campers in a buddy line and count to be sure all the campers and staff are present. All persons, if possible, should have shoes on their feet, and if at night, flashlights. Proceed quickly and quietly to the designated safety zone (ball field, ball court cabin bathrooms, rec. hall). Upon arrival, do another head count and report the number of campers and staff present to the person in charge (camp director). Keep the campers quiet and calm and wait for further instruction.

If the fire prevents you from reaching the parking area, use good judgment. Stay put so an administrative staff can reach you OR exit quickly, using the safest route, to the nearest road or pathway.

If possible, bring campers' medications and the cabin first-aid kit. Staff without unit responsibility will carry out their assigned tasks.

Earthquake:

Most campers are well rehearsed in earthquake "duck-and-cover" drills at school. If campers are inside, have them move away from windows and "duck and cover" under beds, tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Seek an open area.

After an earthquake, do not enter any buildings until they have been checked by the camp administrative staff or the emergency authorities. If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks.

Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories etc) until help arrives.

Utility Failure

Water:

Our precious resource! Camp has a self-contained water system; however, when it fails, we can have serious problems because of the limited supply. Please practice conservation, teaching campers to restrict the amount of water use overall.

1. Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. The units at the end of the system are typically the first to notice the problem. Immediately notify the camp office if you suspect a problem.
2. Should a major leak/break in the line occur in your area, shut off the water as instructed during pre-camp training. Use the intercom to notify the camp office.

Missing Person Procedure:

On the first day of the session, review with campers what to do if separated from the group. Upon determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the stem of mind of the camper. Was she/he depressed or angry. Threatening to run away? Did she/he fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camp, see that they are supervised by another staff member.
4. Check any known accomplices (friends in other cabins, etc).
5. Check bathrooms, dining hall, the cabin, and a friend's cabin.
6. Contact the Camp Director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and as close as possible, clothing. The Camp Director will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The Camp Director will institute a public search that will include contacting the sheriff's department and camper's parents.
7. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move onto some activity.
8. Complete an incident report and any other reports requested.

Intruders:

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Be observant as to the make, model and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office or ask them to leave. Tell them this is private property and not open to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers' away from the situation.

If the person seems threatening in any way, do not approach or take chances. Remove yourselves and the campers from the area, notify the camp office and observe the whereabouts of the person.

If you seen or suspect an intruder in camp at night immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Teach the campers to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, real or imagined, never tell the child that "it really wasn't anything", "there is no need to be afraid", or "it was just your imagination". Frightened children need to be allowed to experience their fear, to know that it is ok to be afraid, and to talk about their experience.

If you are off camp property, keep a staff member with the campers while two other staff members or to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the Camp Director immediately of any intruders. Complete an incident report and any other reports requested.

Kidnapping:

DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP!

All staff members will refer all visiting persons (stranger or known) to the Director. Under NO conditions may a camper be removed from camp without the permission of the Camp Director.

Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp. We have a form that parents sign on registration day if a camper is to be picked up from camp early or by another person! The Director will verify this written instruction if someone comes for a camper.

Should a camper be taken from camp without the expressed and direct approval of the Director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc). Notify the Camp Director IMMEDIATELY!

General Emergency Rules:

Safety of campers and personnel is priority, with facilities and equipment a second consideration

1. When possible, counselors and staff will receive emergency notices in person.
2. When these systems fail, an announcement will be made with location name. Instructions will be given via “chain of leadership”. In case of intercom failure, an automobile horn will sound, three long blasts.
3. Staff and campers are to remain in their assigned activity area except for those in the immediate care of the emergency.
4. An emergency vehicle will be kept at camp during all sessions at all times with available drivers.

Electrical:

A power loss may occur from sources inside or outside the camp. An electrical fire must be dealt with immediately, be sure everyone knows that the wires and electrical equipment substations and large green transformer boxes are dangerous and off limits. Complete a request for Repair for the maintenance staff if you see one unlocked.

1. Lack of Power: Check the circuit breakers as instructed during pre-camp training. A “tripped” breaker will be positioned midway between on and off, and may have some red showing. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to “off” and report the problem along with the breaker number on the Request for Repair form. Note: The intercom phone will not work if the power is off the entire camp. Stay put. The administrative staff will come with an appraisal of the situation and instructions.
2. Electrical Fire: Sound air horn and divide duties. Assemble and evacuate all campers, notify camp office while staff fights the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.
3. Downed power lines are extremely dangerous. Stay clear and don’t contact energized lines or appliances.

Thunderstorms:

If a severe thunderstorm occurs – all campers and staff are to stay in their living areas until notified by the camp director.

Forest Fires:

In the event of a forest fire in the immediate vicinity of the camp, the following procedures will be followed:

1. The camp director will call the Fire Department and Sheriff's Department.
2. An announcement will be made to bring campers by cabins to athletic field for further instructions. Counselors are to account for all campers. Staff supervisors are to account for all staff as follows:
 - a. Head Counselor – All Counselors
 - b. Program Director – All Program Staff
 - c. Waterfront Director – All Lifeguards
 - d. Camp Caretaker – All Maintenance Staff
 - e. Dining Room Supervisor – All Dining Room & Kitchen Staff
 - f. Asst. Camp Director – Child Care, Office Staff, Guest, Housekeeping, & Nurse
 - g. Divisional Music Director – Conservatory Staff
3. If the fire is sever, the Camp Director orders abandonment of scheduled program. Counselors and staff will prepare to leave cabins. Head Counselors are in charge of informing counselors of next move. Counselors are not to take any independent action, but are to wait for instructions from Head counselor.
4. The nurse is to set up emergency medical center.
5. From athletic field, cabins are assigned to safe areas.
6. At the first sign of blaze, all staff and campers are to enter the water either at pool or lake. Counselors are to maintain control of their campers at all times.
7. No one is to leave the water until fire has passed unless permission has been given by the Camp Director, Program Director, Assistant Camp Director, or Head Counselor.
8. Everybody is to remain in safe areas until extent of damage is determined.

Building Fires:

1. Burning structures and all adjacent buildings are to be evacuated immediately. Counselors will account for all campers.
2. Notify office. Camp director is to call the Fire Department and Sheriff's Department. An announcement will be made.
3. The camp director will sound the fire alarm over the PA system and when you hear the fire alarms go to the flag pole in the center of camp.
4. Everyone gets together by cabin and a head count is made to make sure everyone is there.

5. If someone is missing from your group, notify the camp director at once. This will allow the camp director to make sure that all persons on camp are accounted for.

Weather Emergencies:

In the event of unusual weather conditions such as tornados and severe lightning, special precautions must be taken to protect the health and safety of campers and staff. During weather emergencies, the following steps are to be taken:

1. Camp Director orders end of regular program. An announcement will be made over the PA system
2. Campers are taken back to cabins by counselors. Counselors and staff are to bring into buildings and object that may become a projectile in high winds
3. Nurse is to prepare infirmary to handle emergency situation
4. All windows are to be cross-taped to prevent shattering of glass.
5. Several windows in each building should be opened so that the possibility of wind damage to the buildings is reduced.
6. As storm approaches, each camper is told to get under a bed or in a closets to protect themselves from falling and flying objects
7. no one is to leave cabins until told to do so by the Camp Director
8. After storm, all those injured should be taken immediately to the Nurse
9. Damage reports should be filed on al facilities
10. Return to normal schedule at first opportunity.

Procedures for Missing, Lost or Runaway Person:

Counselors should know at all times where their campers are. In the event something happens that one of the campers is unaccounted for, the following procedures are to be followed:

1. Check all of the places where the camper might have gone (restrooms, cabin, dining hall). In most cases, the camper will be found.
2. If camper cannot be found, notify office. Be sure you bring necessary information on camper (height, weight, age, hair color, clothing, etc).
3. Camp director, Assistant camp director, program director, and head counselor will make extensive search of camp grounds including road to town.
4. If camper still cannot be located, the camp director will call the county sheriff's office to report the missing person.
5. From this point, the Sheriff's office coordinates the search for the missing camper. Counselors and other staff may be asked to cooperate in this effort.

Natural and Man-Made Hazards

The following natural and manmade-hazards are present on the property of The Salvation Army camp. It is the duty of the user group leader to inform his group of these hazards and to keep his group members safe from them.

Identification of Risks:

1. Rocky Ground
2. Eroded Trails
3. Poison Ivy
4. Dead Trees
5. Insects
6. Reptiles
7. Machinery & Vehicles
8. Cabins
9. Camp Buildings
10. Pool
11. Heat, Sun
12. Pool Filter house
13. Lake
14. Playground
15. Ropes

Procedures and Precautions:

1. Rocky Grounds & Rough Terrain

- a. Procedures
 - i. Walk, do not run.
 - ii. Clear rocks from grassy areas.
 - iii. Don't throw rocks.
 - iv. Use flashlight after dark.
- b. Precautions
 - i. Counselors orient campers while touring camp on the first day.
 - ii. Remind before situation arises.

2. Eroded Trails

- a. Procedures
 - i. Walk on trails cautiously; no horseplay.
 - ii. Stay on main paths.
 - iii. Walk, do not run.
 - iv. Use flash light at night.
 - v. Socks and shoes to be worn at all times.
- b. Precautions
 - i. Counselors accompany cabin in these areas.
 - ii. Orient campers during tour of camp.

3. Poison Ivy

- a. Procedures
 - i. Hike on established trails where possible.
 - ii. Wear protective clothing (long sleeve shirt, pants, shoes and socks).
 - iii. Wash exposed areas of skin with cold water and soap if suspected contact with poison ivy.
- b. Precautions
 - i. Counselors teach identification.
 - ii. Announce proper clothing for hike.
 - iii. Remind and observe campers of cleaning exposed areas of skin if in contact with ivy.
- c. Corrections if possible
 - i. Preventative maintenance on hiking trails.
 - ii. Frequent mowing of fields and grassy areas.

4. Dead Trees

- a. Procedures
 - i. Campers cut or handle only small logs or limbs with bow saw.
 - ii. Campers or counselors should cut only trees lying on ground.
 - iii. Identify dangerous fallen trees in populated areas.
 - iv. Report any hanging branches, etc. after storms.
- b. Precaution
 - i. Avoid wooded areas during high winds or storms.
 - ii. Complete check of property by Caretaker prior to camp.
 - iii. Removal of dead or split branches and trees.
 - iv. Check all areas after heavy wind, rain, and lightening storms.

5. Insects

- a. Procedures
 - i. Campers with severe allergic reactions are to avoid areas with infestations of insects to which they are allergic.
 - ii. Campers must report all bites immediately to counselor who must immediately report the same to nurse.
 - iii. Report any hazardous swarms or nests in buildings or populated areas.
 - iv. Avoid food in cabins.
- b. Precautions
 - i. Extermination of nests in buildings and in populated areas of camp and along paths.
 - ii. Counselors and nurse are to be aware of campers who have allergic reactions to specific insects and know the proper remedy. Medications for such campers must be with their counselors and immediately available at all times.

6. Reptiles

- a. Procedures
 - i. Never disturb or play with any snakes.
 - ii. Never investigate rock piles or other areas where snakes might live.
 - iii. Don't put hands in woodpile that is established – use one stick to move out others.
- b. Precautions
 - i. Where possible, remove all live poisonous snakes from main camp living areas.
 - ii. Instruct staff at orientation about identification of poisonous snakes and first aid for all snakebites.
 - iii. Snake bite kit in infirmary.

7. Machinery and Vehicles

- a. Procedures
 - i. Only staff who are specifically assigned to handle certain vehicles, mowers or machines should do so.
 - ii. Counselors with campers are to avoid working areas of vehicles and machinery.
 - iii. Maintenance crews are to slow or stop work if in areas with campers or counselors.
 - iv. Drivers to maintain 15 MPH on camp road and use extreme caution.
 - v. All vehicles must check in at office.
- b. Precautions
 - i. Instruct campers to stand single file, right side of roads when vehicle approaches.
 - ii. No playing in parking lots around vehicles.
 - iii. All machinery to be properly stored or parked when not in use.

8. Cabins

- a. Procedures
 - i. No roughhousing in cabins.
 - ii. Cabins are to be kept neat and clean.
 - iii. No smoking or open flames in cabins.
 - iv. Do not block doors with beds or luggage.
- b. Precautions
 - i. No playing on porches.
 - ii. Steps kept in good working order.
 - iii. Fire extinguishers kept in good working condition.

9. Camp Buildings

- a. Procedures
 - i. No running on steps or in buildings.
 - ii. No jumping from stage.
 - iii. Buildings to be kept neat and clean.
- b. Precautions
 - i. Clearly marked exits.
 - ii. Do not block exits.

10. Pool

- a. Procedures
 - i. Do not enter pool without waterfront staff present.
 - ii. No one is allowed to swim without a lifeguard present (1 lifeguard personnel must be 18+).
 - iii. See sheet on pool regulations.
- b. Precautions
 - i. Fence around perimeter of pool area.
 - ii. Chain and padlock on gate. Only pool staff have keys.
 - iii. Life saving equipment on site.
 - iv. Qualified lifesaving personnel on duty when pool is in use with recommended ACA ratio.

11. Heat and Sun

- a. Procedures
 - i. Wear hats in extreme sun.
 - ii. Restrict very active programs to mornings.
 - iii. Water or juice breaks in the afternoon of very hot days.
 - iv. On very hot days, showers or swim time for every camper and staff.
 - v. Drink plenty of liquids.
- b. Precautions
 - i. **Wear High Factor Sunscreen** (waterproof if possible).
 - ii. Stay in the shade whenever possible.

12. Pool Filter

- a. Procedures
 - i. **NO** Campers and Staff (except pool leadership staff) allowed in gate.
- b. Precautions
 - i. Machinery maintained in good working order.
 - ii. Fire extinguisher.
 - iii. First Aid Kit.
 - iv. Kept locked at all times.

13. Lake

- a. Procedures
 - i. No camper allowed near lake without Staff.
 - ii. No wading in lake.
 - iii. No swimming in lake.
 - iv. Life jackets to be worn while in canoe or on boat.
- b. Precautions
 - i. Supervision by waterfront staff and counselor while canoeing & boating.

14. Playground

- a. Procedures
 - i. Walk, do not run.
 - ii. Socks and shoes to be worn at all times.
 - iii. No jumping from swings.
 - iv. No standing on top of monkey bars.
- b. Precautions
 - i. Equipment to be maintained in good condition.
 - ii. Report any broken or unsafe equipment to Caretaker.
 - iii. Campers to be supervised by counselors while at playground.

15. Ropes

- a. Procedures
 - i. Walk, don't run.
 - ii. Socks and shoes to be worn.
 - iii. No jumping from high events.
 - iv. No one on course without Ropes Instructor and Counselor.
- b. Precautions
 - i. Maintain equipment in top condition.
 - ii. Daily safety checks of equipment.
 - iii. Campers supervised by Ropers Instructor and Counselor.
 - iv. High events secured while not in use.

Activity: Relationships that Work

In small groups answer the following questions. Your camp director or session facilitator will go over the answers with you. Write the answers in the space provided.

What positive attitude does your camp want to promote? List them and provide one action that you can do to live this out.

What does cooperation and teamwork look like? What does it sound like? What does it feel like?

It is expected that you will do everything possible to get along with other staff members. Arguments and disagreements are to be settled quickly and quietly, involving as few people as possible. How should disagreements and staff be handled in front of campers?

There are certain facilities that are available for use by all staff members. Within these facilities there may be phone, internet access, laundry rooms and lounge spaces. Since these are common areas for staff, think of ways that you can make sure that these areas remain comfortable and welcoming and where everyone will have a fair chance of using what they have to offer. (Hint: Think of some of the problems you may have had with messy areas or people hogging the phones, TV, and remote control – then think of how as a staff member you can agree to avoid these issues.)

Relationships with the opposite sex are to be kept on the highest Christian level. Therefore.....

What would appropriate displays of affection look like at camp? Is this the same whether you are in view of camper or not? What are the camp policies on and off duty?

How can you ensure that your personal relationships never interfere with your duties while on camp staff? You are not permitted to rendezvous in the woods, at the lake or any other place that is not considered a "safe zone". Likewise any premarital sexual relationships are strictly forbidden and will result in automatic dismissal. Absolutely no relationships are to occur between staff and campers. At no time are you permitted to be in private rooms of the opposite sex. This includes sitting in the doorway, walking into the rooms to wait for another person or being in the room together with the door open.

Do any of those last statements frustrate or anger you? If so, why? Discuss the benefits of practicing these safe and best practices at camp. Are there any personal benefits? What? If you do not understand or if you disagree with any of these discuss it with your camp director.