DON LEE
CAMP & RETREAT CENTER

2027 SUMMER STAFF MANUAL

"When the Pharisees heard that [Jesus] had silenced the Sadducees, they gathered together, and one of them, a lawyer, asked him a question to test him. "Teacher, which commandment in the law is the greatest?" He said to them, "'you shall love the Lord your God with all your heart, and with all your soul, and with your entire mind.' This is the greatest and first commandment. And a second is like it: 'You shall love your neighbor as yourself.' On these two commandments hang all the law and the prophets."
– Matthew 22:34-40, NRSV

"Don Lee Center seeks to nurture persons who, motivated by love, will live and practice lifestyles of care, for the common good. The center seeks to provide experiences of Christian Community where persons are valued as creations of God and helped to understand and appreciate their worth, their relationships to God, to other persons, and to the whole created order."
–Don Lee Mission Statement

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OUR PURPOSE

As staff members, the eyes of the campers are upon us. Every move we make, for bad or for good, will create some type of effect on the campers we serve. Therefore, as we step boldly into summer, let us remember that the goals for our staff and our goals for our campers are more similar than not. By striving, as a staff, to meet these same outcomes we set for our campers, we are setting both them and ourselves up for success beyond our wildest dreams. The following are a list of outcomes we should keep in mind as we go through our summer. In so doing, let us hope those who follow us will keep them as well.

- Build life-long friendships
- Develop an attitude of service
- Feel a sense of community
- Ability to resist peer pressure
- Feel valued & loved
- Function well as a team
- Model positive responsible behavior
- Feel safe, experience joy
- Feel as though they belong
- Develop sensitivity and competence
- Develop confidence
- Form deep friendships
- Never give up
- Practice the Golden Rule
- Feel included
- Feel a sense of appreciation for creation
- Develop empathy
- Respond non-violently to conflict
- Develop friendship skills
- Feel valued and loved
- Strive to do the best they can in all they do
- Try new things
- Feel a sense of trust
- Be God-focused
- Develop a sense of adventure
- Try new things
- Tell the truth…even when it's not easy
- Feel a sense of trust Feel valued and loved
- Feel that life has a purpose
- Develop a sense of adventure
- Desire to return to this place
- Use their imagination

I. PERSONNEL POLICIES AND PROCEDURES

Seasonal Employees (Excerpts from Personnel Policies) Church camping sets out to provide an experience of the Christian community where campers are valued as creations of God and helped to understand and appreciate their worth, their relationship to God and to other persons, and to the whole created order. In order to facilitate this vision, it is important for camping ministries to activate the most qualified, motivated and
committed staff persons available. Our staff needs to be persons whose faith, lifestyle, and dreams reflect a commitment to responsible Christian living and who have established a pattern of willful sharing and growth within the community of faith.
Therefore, the camps of NC United Methodist Camp and Retreat Ministries, Inc. desire the following characteristics for all staff members:

- An individual who desires to be actively involved in Christian ministry to God's people. · A person whose Christian faith is a guiding force in his/her everyday life and who is willing to share that faith with campers and staff.
- A person who has an appreciation for the beauty and complexity of God's creation and practices good stewardship.
- A person who can work effectively in a team situation and has basic skills which enable him/her to do this in a loving and caring way.
- A person who is physically, emotionally, and spiritually willing and able to support camp programming.

The NC United Methodist Camp and Retreat Ministries, Inc. acknowledges the substantial contribution of staff to the health of its ministries, and in turn seeks to make employment both professionally and personally rewarding. The Board of Directors is committed to promoting a work environment characterized by dignity, courtesy and respect. There should be opportunity for participation, challenge, broadening of experience, advancement, and supporting relationships.

Work Standards

All employees of Don Lee Center of NC United Methodist Camp and Retreat Ministries, Inc. are expected to maintain high standards of productivity, cooperation, attendance, effectiveness, efficiency, and economy in their work. Careful and safe use of camp property and equipment is expected as an expression of personal responsibility and good stewardship of resources. If work performance, behavior, attendance, and/or productivity of an employee falls below expected standards, the supervisor should point out the deficiencies with counseling and warning in sufficient time for improvement before formal action is taken, but nothing can or will prevent immediate formal action, up to and including termination, without prior warning or intermediate measures when it is deemed by management to be in the best interest of the camping program

Conditions of Employment

Drug and Intoxicating Substances Testing

Camp & Retreat Ministries reserves the right to test all applicants and employees for any intoxicating beverages or substance and/or controlled drugs that could affect job performance or safety. Any testing will be performed in accordance with all applicable laws. The testing program may include the following components:

Pre-employment testing: A pre-employment drug test may be required of all prospective employees.

For-cause testing: When a supervisor observes behavior or performance problems that could adversely affect an individual's personal safety or the personal safety of others, or otherwise has a reasonable belief to suspect that intoxicating substances and/or drugs have been used, the supervisor may notify the Camp Director to determine whether a drug test for cause should be conducted. No prior notice is required to test for cause. Cause for testing will be determined at the sole discretion of the Executive Director or Camp Director. Causes may include, but are not limited to, odor or residual odor peculiar to drugs or alcohol, observance of drug paraphernalia or alcohol, and unusual, irrational, or erratic behavior.

Post-accident testing: Camp & Retreat Ministries may require a post-accident drug test of all covered persons near the scene following an on-the-job accident, illness, injury, or incident.

Random testing: Camp & Retreat Ministries may randomly conduct drug and alcohol tests at its discretion, including, but not limited to breathalyzer testing.

Return to duty testing: Camp & Retreat Ministries may require drug or alcohol tests of all individuals who are returning to duty following a leave of absence related to injury or illness.

Applicants or employees who refuse to be tested, interfere with testing procedures, alter or attempt to alter test results, or test positive for drugs or alcohol may have their job offer revoked (applicants) or may be subject to discipline, up to and including termination of employment (employees).

Searches

NC United Methodist Camp and Retreat Ministries, Inc. has the right to search, in its sole discretion, any personal effects or areas of its employees while present at camp, including but not limited to any bag, purse, briefcase, backpack, package, container or vehicle brought onto the camp premises (including parking lots) as well as desks, closets, cabinets, or other areas.

Staff Performance Evaluation

Summer staff hired during any given year shall have opportunity for feedback from supervisors some time during the first few weeks of camp. The employee's immediate supervisor will provide some feedback throughout the summer session and employees should supply feedback on issues to their supervisors.

Payment of Salary

Salaries will be paid every two weeks (Direct Deposit only). Money will be available at midnight Thursday for Friday payday. You will be able to obtain money from local ATM machines. You will be able to access your pay stubs online. The camp will advance no money unless an emergency situation arises (Death in the family, etc.). The Camp Director must approve this. Final paychecks may be withheld until all reports, records, equipment or debts have been turned in or cleared. The following deductions will be made when applicable: FICA, Federal and State taxes.

Social Security

This is deducted from all paychecks; therefore, all employees must have a Social Security number.

Benefits May Also Include

Meals when served in camp & Workers Compensation

Hospitalization and Medical Care

Camp Don Lee carries State Workers Compensation Insurance. Medical insurance is provided by the employee.

Holidays

There will be no paid holidays. The Center may close on certain holidays and these will be viewed as unpaid holidays.

Time Off

Time off will be granted at the discretion of the Camp Director. (No less than 24 continuous hours within 2 weeks.)

- Sailing staff returning from overnight trips are expected to work the remainder of that day.
- All nights off must be cleared with the leadership staff.
- All staff persons are subject to reassignment by the year-round leadership team if the situation requires it.
- On-duty staff persons must be in place by 5:45 p.m. and stay in place until relieved personally by the counselor or support staff they are relieving.
- Requests for Special Occasion Unpaid Time Off (weddings, reunions, etc.) should be submitted to the full time staff via the time off request google form prior to the first week of camp. Permission for this unpaid time off will be granted if we can work out replacements for your position.

Leaving Camp

Staff members may leave Camp only on regular time off or on Camp business as directed by a full time staff member.

Staff Visitors

Staff persons are not allowed to have visitors while camp is in session. Visitors between sessions must be pre-approved by the director. Any visitors must not interfere with staff or campers or the camp program. Visitors will be charged for meals. All visitors are expected to pay $10 per meal. This should be collected in advance by their host and turned in to the Director or the Office Manager. Visitor reservations should be made in advance.

Deployment of Staff

Because of the unique nature of Camps and their operation, it may, from time to time, become necessary to deploy staff members across job description lines. The staff members are expected to share in those tasks for which he/she may be deployed so that the total operation of the Camp may proceed smoothly.

Termination of Employment

Conditions for Termination

Employment with NC United Methodist Camp and Retreat Ministries, Inc. is strictly terminable at will. Either party may terminate the employment relationship at any time, with or without notice or intermediate measures and with or without cause.

Termination of Agreement

Employment agreement may be terminated when:

- The employee and employer agree that for their own best interest, or the best interests of the Camp, the employment shall be terminated.
- The Camp period is shortened because of fire, epidemic, accident, etc.
- The employee fails to comply with the terms of the agreement. The Camp also reserves the right to relieve the employee of duty at once in the case of gross misconduct.

Resignations

Employees should give a minimum of ten days notice. During the time between notice and actually leaving, the worker should do all in his/her power to protect the interests of the Camp by leaving his/her work in

good shape and by assisting in paving the way for his/her successor. Salary of employee shall be prorated. Summer staff bonus will not be paid for anyone not completing the agreed work dates.

Emergency Leave
In the event of death in the family or urgent business, unpaid leave shall be granted in relation to the individual circumstances at the discretion of the Camp Director not to exceed five days.

Grievance Procedure

Definition
A grievance is a complaint concerning the application of policies and procedures governing personnel practices or working conditions.

Procedure
Most complaints and concerns can be resolved when they are brought to the attention of the employee's immediate supervisor. Accordingly, it is hoped that most, if not all, grievance situations will be resolved through informal supervisory conferences and communications, the goal of which is to eliminate the causes for grievances. When an employee and immediate supervisor are unable to resolve a complaint through informal efforts, the formal grievance procedure may be initiated

Grievance Steps
Step 1: Within ten (10) working days of the event that gave rise to Grievance, the employee must submit to the Director a written statement that will include:

- Description of the facts on which the grievance is based;
- Information on any policies, procedures, or practices that allegedly were misinterpreted, misapplied, or violated;
- A description of the adverse effect on the employee, and the desired resolution.

Within three (3) working days, the Director and employee should meet to discuss the grievance. In unavoidable circumstances that make it impractical to meet within the three (3) days, the employee should be advised of the delay and the earliest date on which the meeting can be held. After meeting with the employee, a response from the Director should be written within two (2) days. If the problem is not resolved, then the employee can proceed to Step 2.
Step 2: The employee may send written notice (including written grievance and Director's response) to the Executive Director. A written response will be provided to the employee and the Director within thirty (30) days.

Step 3: In the final level of appeal the Board of Directors will consider the matter at their next meeting. The decision of the Board shall be in writing and the decision of the Board shall be final.

Conduct of Employees

Alcohol and Illegal Drugs
"We affirm our long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of alcohol and illegal drugs is a major factor in crime, disease, death, and family dysfunction, we support educational programs encouraging abstinence from such use." - Book of Discipline 72

Use or possession of alcoholic beverages or illegal drugs at any time while on duty, on the camp premises, or in the close vicinity of the camp community is strictly prohibited. Alcoholic beverages and illegal drugs shall not be brought onto the camp property. They shall not be used at any time while on a camp sponsored activity or while using any camp equipment.

In keeping with camp policy and in accordance with the laws of the State of North Carolina, staff members under 21 years of age may not purchase, possess or consume alcoholic beverages. Failure to abide by the law and camp policy is grounds for immediate dismissal.

Staff members who are 21 years of age and older will use their discretion in the personal matter of the use of alcoholic beverages during their scheduled time-off away from camp. All staff 21 years of age and older share in the responsibility of influencing younger staff by word, example, and action to abide by all aspects of their contracts. The violation of any laws with respect to alcoholic beverages, illegal drugs, overly boisterous or disturbing behavior, speeding or careless and reckless driving, etc. would not be responsible or acceptable and would be grounds for dismissal. Purchasing and/or providing alcohol or illegal drugs for anyone under 21 years of age is a violation of the law and is grounds for dismissal.

Don Lee Center's expectation is that all staff's behavior on time-off should be personally disciplined with discretion and integrity in order to do nothing which would call into question their abilities to serve as positive models for young people or create an unfavorable impression on the caliber of Don Lee Center's personnel. Upon returning from time-off, staff immediately resumes an "on the job" status. As a staff member, if this is too difficult for you, please resign before beginning your summer of ministry.

Vaping, Smoking, and Tobacco Use



Vaping, e-cigarettes, smoking and the use of tobacco products (including cigarettes, dip, chewing tobacco) are practices which endanger the health of the users and those around them and also do not set a good example of our staff for campers and guests. Smoking and the use of tobacco and vaping products (including Juuls) in front of campers or any guest or while on duty is prohibited. Staff members may not take extra time off in order to smoke or vape. There should be no smoking or vaping outside the designated area (behind the wooden wall behind the kitchen) at any time. Staff may not have smoking products on their person while they are on duty. All ash and butts should be deposited in proper containers and not on the ground. Smoking and vaping is not allowed in any camp building, including your cabin room and the staff house. You may only smoke or vape at the designated area during your time off.

If full time or leadership staff see the device out or any remnants (smoke, vapor, pods) of the device or cigarette outside of the designated area (or unattended in the designated area), it will be taken and given to the director.

If the full time staff receive a report from a camper family that leadership can verify that you were using the device or using tobacco and a camper saw you, your employment will be terminated for the summer.

These devices have become extremely popular and ubiquitous among teenagers and I anticipate we will have some of our older campers bring them to camp. They are not allowed for campers and need to be taken from any camper and brought to the director immediately. This is also part of your responsibilities as staff but one we recognize not everyone will be comfortable with. If that's the case, please find a summer leadership person to handle it for you. You must not ignore it.

Notes on Human Sexuality and Relationships

Staff members shall not relate to campers and camp guests romantically or sexually. This means that at no time may any staff member enter into a relationship with any camper or guest that might be interpreted as romantic or sexual. Failure to abide by this policy may result in immediate dismissal and in legal action as required.

Staff members have an obligation of personal discipline in regards to their relationship with each other and with others outside the staff community. Relationships among staff members are at many times important and natural parts of our community. Those relationships must not interfere with the performance of assigned duties, the atmosphere of the camp community, or the general purposes and philosophy of the program. Public or open displays of romantic or sexual affection, between staff members in the presence of campers and camp guests are strongly discouraged and could result in disciplinary action. Healthy relationships with each other, with the world, and with God are what our program is all about. We encourage and expect consent when working with campers and other staff members.

The NC United Methodist Camp and Retreat Ministries, Inc. expectation is that staff behavior on time off should be personally disciplined with discretion and integrity in order to do nothing which would call into question their ability to serve as positive models for young people or create an unfavorable impression on the caliber of the camp's personnel.

Harassment Policy

Definition

Camp & Retreat Ministries prohibits verbal, physical or other forms of conduct or speech by any manager, supervisor, employee, or other third party in the workplace which discriminates against or harasses any Camp & Retreat Ministries employee or applicant based on race, color, religion, sex, citizenship status, national origin, age, physical or mental disability, past, present or future status in the uniformed services of the United States, genetic, or any characteristic protected under applicable federal, state or local law ("Prohibited Discrimination or Harassment"). Employees who feel they have been harassed should immediately bring it to the attention of any supervisor or the Camp Director who shall promptly initiate a thorough investigation and develop a course of appropriate action.

Special Issues Related to Summer Staff

Health Screenings

Staff may be asked to complete a 2-week health screening prior to working at camp where daily temperatures will be recorded along with any other presentation of symptoms. Staff may be asked to submit a negative COVID-19 test prior to working. Under ACA and the NC State guidance all summer camp employees are eligible to receive the vaccine, this is a recommendation, not a requirement, by Don Lee Full-Time staff.

Other Remuneration

The Camp shall provide for the room and board of each summer staff member.

Transportation

Each staff member is expected to provide his/her own transportation to and from Camp.

Automobiles
Staff may bring automobiles to Camp if the auto is fully insured. Automobiles must be parked in designated areas (staff house parking lot, behind vesper dale cabins, or other designated area) and may be used only during time off. There will be no parking on the east side of camp near the cabins / CLC. Vehicles should be locked at all times for camper safety.

Parking on the grass between the bath house and the road is no longer permitted due to our new septic system.

Tips-Gratuities
No staff member may accept gifts, tips or gratuities from parents. They may accept contributions to be placed in the general "offering" of the ministry. Parents and staff should know that camp prohibits monetary and expensive gifts to camp personnel. Each camper has the right to be respected on their own merit.

Health Examination
Employment is contingent upon a medical examination (via the health form) and proof of immunizations showing evidence of good health and freedom from physical defects, which would interfere with performance of duty. Should there be any question of physical fitness on the part of the employee, the Camp reserves the right to require at any time during the employment, a health examination by the physician or clinic of the Camp's choice at the expense of the Camp.

Preparation
Staff members are expected to prepare themselves for the positions by reading and studying all provided materials prior to coming to Camp and are expected to be active participants in all orientation and training events.

Personal Sports Equipment
Staff members may bring small equipment such as scuba gear, fishing equipment and other recreational equipment. It is for the personal use of the staff member and is not available for the use of the camp, campers, or other staff members. The safety and security of this equipment is the full responsibility of the owner. Use of the equipment should be limited to time off and users should follow any and all safety regulations of Don Lee Center for the use.

Weapons
We require that no weapons, i.e. guns, large hunting knives, professional archery equipment or any type of purposeful weapon be brought on the site. Full legal and moral responsibility belongs to the owner.

Pets
No pets may be brought to Camp. This includes dogs, cats, rabbits, and all creatures "kept."

Cell Phone Policy for Summer Staff at Camp Don Lee

The cell phone policy is designed to give our campers the safest and most successful camp experience possible, providing a place apart from the daily "noise" of life, which includes technology, and to experience something new in terms of outdoor activities and relationships with fellow campers, staff, God and nature.

You may use your phone in your cabin room during your hour off, when you are away from camp, and at bedtime. It should not be seen by campers at any time. If you are working in an office away from campers and need to use it, you may. This situation applies to very few staffers. If you are not sure, ask a full time staff person. During the camp day, cell phones should not be visible at all to any camper or staff member. If you are spending your day or evening off at camp, the phone must still be out of sight of the daily/evening camp routines. This applies to all summer staff, including LIT and Mariner counselors. If you find campers with cell phones, he or she will need to bring them to the director's office for safekeeping during his/her stay. You may ask a leadership and/or year-round staff member to confiscate the phone if you do not feel comfortable doing so.

All camp communication during the day and early evening will occur via radio. Radios are in every program area and all year-round staff and leadership staff have radios as well. (More on this under radio communication at camp). Following the conclusion of the evening activity (worship, dance, game, vespers, etc) radio communication for the day will end and any communication for staff to leadership/year round staff will be via cell phone.

At no time should you allow a camper to use your cell phone to make a phone call, send a text, login to their social media, or use your phone in any capacity. Please encourage the camper to write home; these notes go out daily to parents.

If you have a special family or job situation that requires you to take a phone call during the day that cannot wait until the evening, rest period or your break, please let your leadership staff or year round staff know IN ADVANCE of the time for the call. Again, the call should be taken in your living quarters or the nearest building that affords some privacy. Do not take a call outdoors. If your reception is very poor, please make arrangements to take the call on a landline in one of our offices.

The number to share with your parents for emergencies is 252.249.1106 ext. 27. We will check this extension frequently during the day and come and find you if needed. This number will be checked up to 10 p.m. each day camp is in session.

At sailing, the sail master, assistant sail master, trip coordinator and assistant trip coordinator may keep their cell phones with them but should be discreet in using them. The primary reason for this is safety at our sailing operations. When going on an overnight sailing trip or any off site trip, staff may bring their cell phones. They are to be used for emergencies only and out of sight of campers. Music may be played from your phone through a speaker but must be from an approved Camp Don Lee playlist and must be out of sight from campers. Choose a playlist and stick to it, do not enter new songs every couple minutes.

If we see you with your phone when it is not supposed to be out, the following will occur:
1. First time, a gentle reminder to put it up.
2. Second time, full time and leadership staff are authorized to take the phone and keep it until the end of the camp day.
3. Third, we will keep it until the end of the camp week.
4. Fourth, your employment will be terminated.

Social Media Policy

NC United Methodist Camp & Retreat Ministries, Inc. includes the ministries at Camps Chestnut Ridge, Don Lee, and Rockfish. (collectively "NC UM Camps") At NC UM Camps we understand that the internet and social media platforms are constantly changing, but there are certain principles that remain constant. While it is your right to use social media (Twitter, Facebook, Snapchat, Instagram, TikTok etc.), everything you post and share can be viewed by others and is a reflection of NC UM Camps. To ensure that NC UM Camps remain an emotionally safe and supportive environment for all staff, members, volunteers and participants—and specifically to create an environment where sexual harassment or abuse and bullying are not tolerated—the following policies have been adopted.

No photos of campers should ever be posted on social media, including Facebook, Instagram, Snapchat, TikTok, and any other platforms. Failure to comply with the policies listed below may result in disciplinary action, including termination of employment and/or legal recourse.

Appropriate Conduct

Everything is Public

Staff should keep in mind that whatever is published on their social media sites is public, regardless of privacy settings. The opportunity for followers to take screenshots makes even private accounts—or deleted posts—susceptible to being shared publicly. Parents and campers will often search online for staff profiles, so be mindful of how your online presence may be perceived.

Staff Represent Us

All content included on a staff's social media profile is a reflection of NC UM Camps & Retreat Ministries, Inc. and should align with the organization's policies and expectations, regardless of whether or not the employee identifies themselves as an NC UM Camps employee on their social media profile. Staff are personally responsible for editing and managing their social media profiles to ensure that they do not contain inappropriate content. This includes posts made prior to employment. Even though staff typically are only under our employment in the summer, we strongly encourage you all to maintain a healthy social media presence throughout the year as parents are constantly looking at you all- not just during the summer.

Inappropriate Content

Examples of inappropriate content include (but are not limited to):

- Photos/content that could be considered violent or threatening;
- References to/photos of illegal use of alcohol, illegal drugs/illicit substances;
- Photos/content that is sexually suggestive or revealing, or could be considered objectionable;
- Photos/content that may be considered insulting, offensive, defamatory;
- Camper/staff/guests' confidential or private information;
- Comments or communication that project bullying or are demeaning;
- Content that is inconsistent with NC UM Camps' policies, code of conduct, or mission statement

Factual Content

Information can spread quickly online and can easily be misinterpreted or taken out of context. Any posts that reference NC UM Camps or include a link to the organization's websites, should reflect the

organization in a positive light and include only accurate, public information. Do not use social media to expose the organization's internal policies, strategies, financials, etc. In the case of an emergency where EMS/police/fire are summoned to camp, posting of information about the incident on social media by unauthorized camp staff is strictly prohibited. This information will come from the members of the Crisis Response Team that is designated to communicate with public officials and parents. Posting information regarding an emergency on your personal social media page can harm emergency efforts and be detrimental to parent communication.

Child Abuse Prevention

Child abuse is legally wrong. We are required to report any alleged physical or sexual abuse that takes place at camp to the State Child Protective Services within 24 hours after the allegation is made known. Any allegation of abuse prior to a camper's arrival at camp is to be reported within 8 hours, with a written report within 72 hours.

In a camp setting, physical abuse is most likely to happen when a counselor is disciplining a rebellious or unruly camper. Anything done to inflict pain while disciplining a camper is considered child abuse.

Guidelines for the Discipline of Children · Staff may NOT, under any circumstances, hit a child.

- Staff may not use abusive or derogatory language with campers.
- Staff need to ask for help
- A staff member who encounters a particularly difficult child will seek the assistance of supervisory staff. · When working with campers, staff should strive to respond as opposed to reacting to children.

Guidelines for Camper-Counselor Contact

- On the hand, shoulder, or upper back;
- Never against a child's will (unless in the case of clear and present danger of the child); · Never against a child's discomfort, whether expressed verbally or nonverbally;
- Never when it would have the effect of over-stimulating the child;
- Never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision from another adult.

The physical size and strength of staff members necessitates that you use discretion and restraint in all physical contact activities with campers. Games that encourage intense competitive activities with physical contact that potentially could cause injury must be eliminated or supervised very closely by nonparticipating staff members.

Child Sexual Abuse

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused staff member and the camp. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced, whether or not the child has consented.

Guidelines for Staff

- There is no 'hazing' of campers by campers or counselors

- Campers will not be subjected to ‘initiation’ rites that are abusive in any manner
- Younger children should be encouraged to change their own clothes as much as possible · Campers will not be alone with a staff member at any time in any place
- A staff member will under no circumstances share a bed or sleeping bag with a camper · Staff members will set limits with children who ‘cling’ or hang on them
- Counselors will not allow campers to sit on their lap
- Tickling or teasing a camper to the point where that camper is out of control is unacceptable · Pillow fights or wrestling matches and the like can become over-stimulating in short order and need to be limited and carefully supervised
- Overnights need a minimum of two adult leaders and there needs to be at least one counselor present of the same gender as the campers
- Staff sleeping together on overnight trips with campers is grounds for dismissal
- Romantic lives of counselors should not be shared with campers
- Staff should stay out of cabins other than their own after lights out at night unless on specific camp business
- Staff working with adolescents needs to be aware of the tendency for this group to develop hidden or secret romantic fantasies

Child Sexual Abuse Reporting

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, staff and volunteers need to be sensitive to each persons’ need for personal space (i.e., not everyone wants to be hugged). Don Lee Center encourages appropriate touch; however, at the same time prohibits inappropriate touch or other means of sexually exploiting children.

Procedures for Child-Abuse Complaints

Any actions you observe or that may be disclosed, that are not acceptable behavior according to the above guidelines, should be reported as soon as possible to the Camp Director. The Camp Director will notify the appropriate authorities and parents. The Camp Director will take appropriate internal action. In the event that there is an accusation of child abuse the camp will take prompt and immediate action as follows:

At the first report of probable cause to believe that a child-abuse incident has occurred, the employed staff person receiving the report will notify the Camp Director, who will then review the incident with the executive director or a designate. However if the summer camp director is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. North Carolina mandates child care providers to report information they have learned in their professional role regarding suspected child abuse. Mandated reporters are granted immunity from prosecution.

The camp will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

In the event the reported incident(s) involve a program volunteer or employed staff, the executive director will, without exception, suspend the volunteer or staff person from the camp. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.

Whether the incident or alleged offense takes place on or off camp property, it will be considered job-related (because of the youth-involved nature of the camp).

Reinstatement of the employed staff person will occur only after all allegations have been cleared to the satisfaction of the director. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore, should only discuss the incident with the director or executive director.

Radio Usage at Camp Don Lee

Purpose of Radios

· Have efficient communication during emergencies.
· Eliminate counselor and staff cell phone usage in front of campers.
· Have clear communication during changes to normal camp activities.

Procedure

· Operate under the idea that everyone can hear the Radio at all times.
· Appropriate call names should be used to ensure authenticity of user incase frequency is breached by other listeners.
· Camper's names should never be used on the Radios.
· Radio conversations should be acknowledged, short, to the point, and ended. o Example Radio conversation:
o "Head Counselor to Sail Master"
o "This is the Sail Master, go ahead."
o "Are there enough Hobies for group 6 and 7 for the next hour?"
o "There are plenty, Sail Master off."
· If the conversation is going to be long and take up frequency, camp staff should decide on a location to meet for further discussion.

Emergency Radio Protocol

Following any of the below codes, Radios should remain free of any other conversation. Do not use the Radio unless you have valuable information pertaining to the code. Once the situation is handled, the Camp Director (or next active full time staff member) will announce "ALL CLEAR" and normal Radio

usage may continue.
Code Blue: Missing camper followed by last known location. This code should only be called after all obvious areas (bathrooms, cabin, etc.) have been checked and within 5-10 minutes of the camper going missing. The staff member who called the code will call the Sheriff's office for assistance in search as well as contacting the Camp Director. Available support staff will begin the missing camper search once this code is called (think of blue as in we do not want them in the water).
Code Black: Dangerous/Inclement Weather that requires immediate duck and cover. Once this code is called, alert all campers and staff in your vicinity to duck and cover (think of black for dark and scary clouds).
Code Orange: Fire on campus followed by location of the fire. The staff member who called the code will call the fire department (think orange for flames).
Code Yellow: An uncertain situation that requires staff's attention but not necessarily any authorities. This situation should be monitored closely. Examples include unwanted guests, questionable camper behavior requiring more than just counselors, etc. (think of yellow as in slow down to monitor the situation).
Code Red: Possible loss of life or limb emergency followed by person's location and injury. The staff member who called the code will call 911. An ambulance or helicopter will arrive at camp. The staff member who called the code will also contact the Camp Director (think red for blood). **Code White:** Intruder on camp property followed by location. If this code is called the authorities will also be called by the staff member who called the code (think white as in ghost…no one wants to see a ghost).
Code Brown: Dangerous animal or environmental hazard followed by location. Once this code is called, alert all necessary staff to keep campers safe (think brown as in a bear).
Code Chartreuse: Active shooter. Directions for this code will be given during staff training.

Outside Communication

The Camp Don Lee Mailing address is:
315 Camp Don Lee Road
Arapahoe, NC 28510

The Camp Don Lee phone number is: 252-249-1106 ext 27
This extension is checked until 10:00 pm daily for messages

Personal phone use is an off-duty activity. If you do not get cell service in the area, phone messages for you can be collected by the Office Manager. You can instruct those who may be calling that they can leave you a message. You will not be able to be called to the phone. You will need to return calls to your callers.

Staff members may bring their personal laptops or tablets to camp and use them on their time off. Staff members will not have access to camp computers unless it is job related. Wifi is very limited

II. GENERAL STAFF EXPECTATIONS

- Camp counselors are required to stay with their "small group" at all times unless relieved by a non-counseling staff person assigned by the summer leadership staff.
- Counselors will assist program area staff persons for the activity and participate with their group when at their assigned activity.
- During store time, camp dances, meals, or any other general or unstructured camp activities, counselors are to know where each of their campers are at ALL times.
- This process starts with Counselors making it clear to campers that they are to stay in the area and

let their staff member know where they are going (and take a buddy) if they need to go to the bathroom or back to the cabin to retrieve an item.

- Head counts should be done on a regular basis. While interaction with fellow staff members is permitted at this time, supervision of and interaction with the campers is the staff member's first responsibility. This is also a time to pay particular attention to campers that may have trouble fitting in or are suffering from homesickness.
- All counselors or their assigned substitutes must be in their cabins with their campers by 10:30 PM with the lights off by 11:00 PM. Campers and counselors are not permitted to leave their cabin areas after this time
- Staff members are responsible for counseling with their cabin groups concerning the camper's responsibility for all damage to camp property, such as tearing holes in screen doors or windows, painting or writing on cabin walls or mattresses or other camp property.
- Staff members are responsible for making it clear to their campers that any such damage to camp property will be promptly reported to their parents, who will be billed in the amount of the damage.
- Staff members are responsible for reporting promptly any such vandalism and destruction of property to the Camp Director, along with the names of those involved
- Cabin cleanliness is important to a good living community. Daily inspections of all living areas will be made. Each staff person is responsible for his or her assigned areas. This includes counseling and non-counseling living spaces.
- Faith exploration is a central activity in our program. Counselors are expected to plan ongoing faith experiences with their group daily including planning a nightly reflection/ devotion for their group (vespers).
- Male campers and counselors are expected to sleep in boy's cabins or tents. Female campers and counselors are expected to sleep in girl's cabins or tents. All other staff persons will sleep in their assigned spaces.
- Campers are not allowed to visit the Staff House, maintenance area, or sail loft. · Shoes must be worn by everyone, both campers and staff, except for when in bed or in the pool. This includes on the campgrounds, at the outposts, at cookout areas, when hiking, sailing, etc. · All camp staff must participate in all total camp activities, unless excused by a supervisor for justifiable reasons. This includes: morning watch, campfires, worship, talent shows, dances, theme nights, etc.
- All non-counseling staff are required to be with their group at all meals unless out with their group on an over-breakfast, over-lunch, Home-in-the-Woods (HITW) or with a group, camping at an outpost with a group or have been excused by the summer leadership staff. **They may also be assigned to helping in the kitchen and bringing meals to their group and assigned a time to help other staff clean and sanitize the bathhouses**
- All staff are expected to supervise and instruct campers while on duty.
- campers are number one and should be attended to during that time. o It is not a time for reading, working on crafts, writing letters, or visiting with other staff. o Refer to your job description and the specific program procedures for more information.
- All counselors are expected to lead their campers in appreciating and exploring the outdoors, using the outdoors as a learning environment to be enjoyed and conserved. In keeping with this principle and our camp policy, the entire staff and campers must rigidly observe the following rules and regulations:
- No cutting or breaking of trees, shrubs or wild flowers is permitted.No destruction, molestation of wildlife or their habitats, including birds and their nests, frogs, snakes, lizards or any other creature of nature is permitted.
- Help preserve Camp Don Lee as a wildlife refuge, nature, and bird sanctuary.

Supervision Ratio Requirements

Staff/camper ratios that are based on the recommended ratios set by the American Camping Association

are to be followed during all programs run by Don Lee Center. Organizations who utilize our site and services for youth group activities are advised of the following ratios that we recommend for effective camper supervision.

General Requirements

6 to 8 year old campers	day 1:8	overnights 1:6
9 to 14 year old campers	day 1:10	overnights 1:8
15 to 17 year old campers		residential 1:10

There should always be two staff members with a group of campers unless they are in an area near the fellowship hall or dining hall where other groups are around and have easy accessibility to get help in the event of an emergency. Exceptions to the above ratios are noted in the procedures for waterfront, swimming, challenge course, and marine science.

Other Exceptions

- During the rest period, at least two staff members must be in a cabin.
- At least 80 percent of the staff/camper ratios established need to be staffed by person's aged 18 and older. Trainees cannot be included as adult supervision in ratios.
- In the event of an emergency when the ratios may not be met, use your best judgment.

III. COMMUNITY LIFE

The Small Group Experience

The key unit of our camping community is the small group. Groups are built by the active participation of the counselors, the campers, and the support staff in a planned, week-long program of activities. Many of the group's activities are built around program areas such as sailing, crafts, nature, encounters, canoeing, and swimming. However, it is the responsibility of the counselors for each group to strengthen a sense of group identity by the careful, intentional, and thoughtful planning of special group-building activities.

There are two main types of group building activities. The first is the vespers and Bible study experience. Part of the philosophy of our camping community is to create an environment for campers where they can explore and experience God and the sense of belonging to a caring Christian community. Vesper activities are usually planned for evenings or nights as an opportunity for the group to reflect on the day's events and God's presence in the lives of the group members. Time should be set aside each evening or night, whether in camp or away from camp on a trip, to share a small group vesper or Bible study experience. The vesper experience is frequently the most powerful and meaningful experience for campers who find camp to be a unique place to encounter God.

The second type of group-building activities is the group challenge experience. These experiences are built around a series of initiative exercises which present the group with a clear, concise, and often unusual problem to solve. Each task is designed so that the small group must employ cooperation, communication skill, analytical thinking, and some physical effort to reach a solution. These group initiatives are laid out on the challenge course. Challenges range in mental and physical difficulty level. These factors should be taken into consideration when selecting a challenge for your group. The group challenge experience can and should become part of the daily program. Group challenges are enlightening and rewarding for all who participate.

Essential Steps in Building a Small Community

Here are the essential steps in building a small community. Taking your group/community through these steps will help your group grow together mentally, socially, and emotionally.

Bond Building

The first step in building community is to break down cliques and barriers and to establish trust among the campers. One way this can be accomplished is by giving group members problem-solving tasks which require them to work side by side with others in the group. As they discuss solutions and physically help one another to accomplish the task, group members build bonds regardless of their differences before the activity.

Opening Up

This is when an individual begins to share non-threatening areas of his or her life, and exciting step in group building takes place. Most people like to talk about themselves if the situation is safe – if they know that what they say is accepted and that they are too. If teenagers perceive that other group members are generally interested in them, they can trust the group enough to share. But if they perceive that others don't care to listen, no trust is built.

Affirming

Crucial to the growth process of the group is the act of encouraging or affirming. When a camper hears honest compliments from his peers, they will enjoy participating in the group much more and is likely to share more in the future. Many reclusive campers become active participants in the group when they realize that others truly care, but most of us are not good at affirmations. We need practice in giving and receiving affirmations, and we also need to create a climate in which affirmations are the norm rather than the exception.

When a group has moved through the first three steps of community building, they're ready for step four. By the end of step three, group members are working together, sharing ideas, and affirming one another. The comfort level has been established so campers can trust each other enough to move to a new level – a level of discomfort. It's in the uncomfortable circumstances that kids often learn the most.

Stretching Comfort Zones

Stretching activities place students in new and unfamiliar territory thereby providing personal, individual growth as well as group growth. When fatigued campers reach the summit of a seemingly impossible climb and they've done it through encouragement by friends, they realize they can accomplish anything with Christ and his body of believers.

Deeper Sharing and Goal Setting

With step five, individuals learn to trust the group enough to share their deepest feelings. A youth group at this level offers an environment in which students can express their inner hurts, visions, and struggles without fear of ridicule. Why can they do it here? Because they've built trust through bond building and opening up, they've felt accepted through affirming, and they've worked as a team on a challenge through stretching. Now they're ready to do something they may never have done before.

The strategies for deeper sharing and goal setting are structured to make people think about where they need growth (spiritual and otherwise) in their own lives and then share those ideas with the group. Often the group will help an individual come up with a game plan to achieve growth in a certain area

Objectives for Camper Development

Group Objectives

- Campers will be actively involved in a small group; its development and its growth are the goal, and they come as a group begins to trust and starts to share honestly.
- Campers will experience Christian Community as a caring, trusting, sharing group and the concepts of acceptance, forgiveness, trust, responsibility and faith sharing will be explored. · Campers will practice basic communication skills of expression and listening among group members. · Campers will learn ways to live cooperatively, inclusively, with a sense of fairness and shared responsibility.

Implementation

- Each camper will be assigned to a group of his/her similar age.
- All camp activities will be done as a group and group life will be the core of the camp experience. · Their group will have adequate time to reflect on problems throughout the day during group huddles and nightly debriefings.

Faith Development

Purpose

Campers will engage in a process of faith development. The purpose of faith development at Camp Don Lee is to create, through the small group experience, a better community at camp and in the world, to develop personal and group faith and to grow in relationships with self, others, and with God.

Implementation

- By daily morning watch - time of prayer, meditation, story-telling, and reading of scripture. · (For multi-week groups) By leading in worship – through creating a worship service with their small group in conjunction with the designation Faith Formation/ Worship Team Staff - Each worship service should include elements of welcome/ gathering, scripture, proclamation (through spoken message, drama, or art), response, and sending
- By participation in worship services led by staff and other camper groups
- By active daily vespers and Bible study.
- By group and personal prayer times.
- By an on-going time to stop and appreciate the surroundings.
- By reflection on everyday experiences with the group.
- By participating in Encounters, where they will engage in this summer's spiritual theme through scripture reading and hands-on Christian Education lessons appropriate for their age group.(For multi-week groups and one week older youth) By leading in worship – through creating

See more about order of worship in Methodist settings here:
https://www.umcdiscipleship.org/book-of-worship/an-order-of-sunday-worship-using-the-basic-pattern

Nature Awareness

Purpose

We want to encourage camper awareness and understanding of nature appreciation and conservation concerns by use of the surrounding environment (woods, fields, water). Campers will participate in activities such as crabbing, nature hikes, scavenger hunts, nature digs and environmental cleanup.

Implementation:

- To become aware of our relationship and responsibilities to nature as created by God. · To become aware of the campers ideas, feelings, purposes, aims, and goals in relation to the observation, learning and

care of living plants and animals.

- By opportunities to explore our natural surroundings in guided and spontaneous ways. · By reflecting upon observations and experiences.
- To become aware of the many coastal sea life and plant life through environmental awareness programs led by camp staff.

Outdoor Living Skills

Purpose

Most campers will experience preparing and cooking a meal over a fire. Older camper groups will spend at least one evening away from camp in some form of temporary shelter.

Implementation

- Home-In-The-Woods fire building and meal preparation experience.
- By the planning and carrying out of an overnight camping trip with at least two meals. · Know and demonstrate the sanitation procedures for sterilizing eating and cooking equipment. · Know and demonstrate basic types of fires and fire safety.
- Know the concerns and/or safety practices dealing with fire safety, cooking and cleanup.
- Know and demonstrate proper food preparation and cooking in a small group activity.
- Know and demonstrate basic cooking and camping skills.

Camper Characteristics

The following is a list of general characteristics that children display at various ages or stages in their social, emotional, physical, and spiritual development. This is not a definitive list by any means. Remember that child and adolescent development is not necessarily a lock-step, sequential process. Different people develop separate parts of themselves at different rates. Each camper is an individual and should be treated as such. The more you are aware of what you should expect from a child of a certain age level, the more sensitive you can be in planning a camping program to meet the camper's needs.

Your primary focus as a Don Lee staff member is the care, nurture, and support of all the children and adolescents that come to us each week throughout the summer.

8 & 9 year olds

- Crave individual adult attention
- Generally are cooperative
- Express interest in your personal life
- Have just learned the mechanics of reading – important to know when you are planning vespers and teaching songs, young children should not be required to read or write long passages, only short sentences.
- Struggle with issues of dependence vs. independence – some may be clingy or homesick, while some may insist on their way of doing things, give both groups plenty of leeway
- Have interest in the nature of God, Jesus and creation – they will ask a lot of questions during vesper times, some of which you may not have an immediate answer – it is ALWAYS okay to tell a child that you don't know the answer to a question, but always ask him/her what the answer might be before you give your supposition
- Will divide along gender lines – female campers will be more likely to follow the lead of a female counselor, and male campers will be more likely to follow the lead of the male counselor – they may not resist efforts of integration but will most likely do it voluntarily

10 & 11 year olds

- Energetic, talkative, and boisterous
- Beginning to form ideas of romantic boy-girl relationships – may project these onto staff members instead of group members their own age – be careful.
- Girls are developing (physically and socio-emotionally) faster than boys – boys will seem immature and often small when compared to girls their same age.
- Group acceptance is crucial – may behave in ways simply to get group attention, whether positive or negative.
- Open to new experiences and are excitable, but need a great deal of encouragement if the task at hand presents a high challenge level.
- Trying to rationalize God – have questions about the abstract nature of God and faith, fairness is a big issue, they question what heaven/hell are like, what a soul is, etc.
- Can read and write, but should not be asked to write responses to abstract questions, they have a difficult time putting complex thoughts or feelings into words.

12, 13 & 14 year olds

- Beginning adolescence is an awkward time. Their bodies, minds, views, opinions, relationships, self identity, group identity, and faith are all in a state of change – give them a great deal of leeway as they try to discover who they are
- Can be unpredictable, have dramatic mood swings, and are prone to melodrama
- Physical differences are often widely varied – some adolescents may look almost adult-like at this age while others still look like elementary school students – they are likely to make comments about height, weight, attractiveness, etc of each other, so help to keep these comments to a minimum.
- Socialization minefield – they label themselves and others quickly, can often be prone to breaking into cliques. Group identity building is essential.
- Experimenting with romantic relationships – first kisses, crushes, puppy love, boyfriend/girlfriend, and dating are all issues with this group – although their relationships may seem silly or immature to you as an adult, the relationships are very real to them and should always be treated with sensitivity.
- Testing boundaries – staff members should always be very clear about expectations of behavior – you are not there to be in a power struggle with them, but you cannot let this age group be completely free-range either.
- Spiritually searching – the always accepting nature of God and a Christian community can be very powerful to this age group as they try to find a place to belong – they can deal with complex ideas about faith, but may not have solid views one way or the other – Christian education experiences should be exploratory discussions, not dogma as they are easily swayed and confused by the views of others.

15, 16, 17, & 18 year olds

- Tend to be an all or nothing stage of life – if they feel engaged, they will participate whole-heartedly. If they do not feel engaged in the group they may not interact at all.
- · Can carry on adult conversations and are often the easiest age-level for staff people to "relate to" – HOWEVER, there is still a great distinction between this age-group and adult staff members that should be remembered and respected.
- Highly structured in their social interactions – a person may not like another group member, but may be willing to demonstrate tolerance and understanding.
- Individual personalities are well developed and similar personality types tend to stick together, labeling and cliques can occur, but the need for whole group acceptance can be met. · Faith is becoming an "owned" experience – definite opinions about certain ideas of faith or mortality are in place while others are still being explored, so they may agree or disagree with your views on faith, either of which should be acceptable – they are trying to find ways that faith can practically and pragmatically fit into their everyday

lives – spiritual experiences can often arise from their own questions or views with less input from the adult staff members.

- Romantic relationships are often of great concern – they are beginning to appreciate others for intrinsic characteristics rather than just the physical – sex is a concern of theirs and a source of questions and dilemmas.
- Can be given great amounts of responsibility and even desire it – expectations for the week and for behavior standards should be clear but do not bear the constant need for repetition as with younger groups – standards are much more likely to be complied with if accompanied with reasonable rationales behind them

Guidelines for Behavior Management

Behavior Management Policy

Camp Don Lee advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves.

Some Common Reasons for Challenging Behaviors

- A desire for recognition/attention; it may be better to be infamous than unknown · Frustration; unsatisfied needs or desires often cause children to "lash out"
- Homesickness; being scared and nervous often causes frustration
- Illness/exhaustion; no one is at their best when they are sick or tired
- Conflict with another camper/staff member; this often causes people to become defensive ·
- Outside conflicts; problems with family, friends, etc. can follow campers to camp · Established behavior patterns; lessons learned at home won't be forgotten at camp

Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

· Discuss rules with campers and identify out-of-bounds areas.
· Discuss the consequences of breaking any rule.

- Rehearsing the appropriate action
- Cleaning up/ repairing the part of camp or relationship impacted
- Quiet time
- Restriction from activity
- Restriction to adult supervision
- Extra duties
- Conference with director
- Conference with parent/director
- Removal from the camp

· Enforcement of all rules at all times will be without malice and consistent in application. · The camp director is to be informed of all disciplinary measures.

Disciplinary Management Guidelines

- Under no circumstance is corporal punishment ever to be used as a disciplinary means. There is no exception to this rule. Physical harm might be an immediate method of control, but its long-term effect is

infinitely more damaging both psychologically and physically. Any staff person engaging in this form of disciplinary measure will be subject to immediate dismissal

- If a camper has become enough of a problem that he or she has become disruptive to the group, the camper should be*f* pulled aside and dealt with in a private discussion with one or both counselors.
- If a private consultation is not effective, a private meeting involving the Camp Director, at least one counselor and the camper can be arranged.
- If these methods are not effective, discussion should ensue between the Camp Director and the counselor concerning the camper's place in the camp community. If a positive outcome is not likely, the camper's parents/guardians will be contacted and the camper will leave the community.
- At no time will discipline include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or excessive physical exercise or restraint.
- Periodic evaluation of the program/staff/camper groups will be done to ensure that the camp environment is not contributing to behavior problems.

Behavior and Discipline

Tips for Providing Structure

- Establish clear expectations right away
  - A clear list of rules for throughout the week posted in your cabin is a great visual reminder
- Make sure your expectations are consistent with your co-counselor or program activity area's expectations
- Post and share the daily and weekly schedule with campers so that they know what to expect the rest of the week
- Balance structure with a reasonable amount of freedom
- Reinforce and encourage desirable behaviors

General Behavior Management Strategies

- "Connection yields cooperation" (Becky Bailey) Remember that campers will be more likely to follow your directions and guidance if they have a strong relationship with you and trust you · Be the kind of person you want your campers to become – obey the rules yourself! Remember, you are their role model.
- Know as many campers as possible by name. Know something about them. Build relationships. · Be friendly. Always show interest in what individual campers are doing and their progress. · "Focus on what you want more of" – point out kind and helpful actions out loud and/or in a written space in your cabin.
- A sense of humor is extremely valuable. Use it frequently.
- Maintain your poise at all times. Don't let the campers "get to you."
- Don't take misbehavior personally. It is a choice the camper is making or a need they are trying to fulfill.
- Keep in mind that misbehavior is seldom willful. Try to find the cause.
- Try to see the camper's side of the situation. Discuss it with them until you understand. · Distract, distract, distract! One of the best methods to keep campers engaged is a safe activity is to keep them busy!
- Show your disapproval of behavior through your speech, facial expression, and action. · Being close when you note a potential problem can keep it from actually occurring. · Enlist other leaders (peers or staff) to provide role models.
- Allow natural consequences to occur if the results are NOT too severe.
- Withholding privileges or taking away something a camper likes is usually effective. · Have a group meeting to discuss and resolve generalized problems.

- Remain with your campers during meals and free time.
- Remember that campers need food, water, sleep, and a break from the sun in order to have energy to spend on being kind to one another.
- Be willing to admit when you're wrong and ask for forgiveness.

Responding to Undesired Behaviors

- Give camper one warning; make it clear that they have done wrong
- Give your camper a chance to explain; they may have a good reason or a need that they were trying to fulfill that you could help them fulfill in other ways
- Be consistent and impartial about rule violations
- Stay cool and calm; keep strong emotions in check
- Avoid lecturing or embarrassing the camper; discipline in private if possible · Stress that the behavior is the problem, not the camper's personality. Help the camper to identify acceptable alternatives to the problem behavior.
- Once the disciplinary time is over, accept the camper as a part of the group again · Implement an appropriate consequence in order to help them learn
  - Consequences that reduce mistaken behavior:
    - Natural Consequences: consequences that happen without the intervention of an adult (ex: a camper leaves their towel on the ground and another camper accidentally steps on it)
- Logical Consequences: obvious connection to inappropriate behavior
- Rehearsal: children practice a desired behavior (ex: a camper throws their life jacket on the ground and the staff has the camper walk back to put it in it's appropriate place)
- Restitution: children make amends for the behavior, "how can we make this better or fix our mistakes?" (ex: a child write their name on a wooden structure and a staff member goes with them to sand it off)
- Temporary loss of privilege: children take a break from an activity or privilege they have abused (ex: staff close the rope swing after reminding the campers several times to use the swing according to the rules)

*Resources: Guiding Children's Social Development and Learning 6th Edition Kostelnik et. al

Sometimes it is best to simply ignore behaviors, rather than reward or punish, which may actually provide attention to encourage the behavior. Sometimes, giving the child attention or affection, which has been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often the activity, if it is at his/her own physical, emotional, and intellectual level, is enough to correct the situation.

The Bully or Show Off

To work with these children, you first need the child's confidence in you as a leader. To do this, you should not be dominating, overly critical, or too demanding on the child's performance. To maintain this child's confidence, praise good behavior – instead of only criticizing bad behavior. Discuss with the child the rights of others and courtesies due them. Let him/her know others will be more accepting if this behavior is turned more positive. Demonstrate compromise in your actions for the child to learn.

Help "bullies" feel accepted and like they belong. Give them a responsibility or a "job" within the group to keep them busy and remind them of the value they bring to the group.

Essentially, the bully or show off requires understanding and patience combined with placement of the child in groups that lend to his/her development of leadership traits in honest competition with other

children.

Fighting

Remember to use strategies to prevent this behavior, especially close supervision and distraction / engaging the campers in other activities if you suspect the campers may begin verbally or physically fighting. If a fight breaks out, separate the combatants AT ONCE. Let your voice show calm, mature authority. Attempt to give them time to cool down. Watch facial expressions to indicate less tension. Disallow any angry verbal exchanges, and physically remove combatants to a "safe distance" from each other if necessary.

Fights that involve serious contact (hitting, kicking, biting, and punching) require both combatants to visit the nurse, who will check for bruising and internal injuries. An incident report should be completed.

Once combatants have regained composure, try one or more of the following:

- Calmly discuss the situation separately with each individual. Emphasize resolving the problem, not placing blame. Aim for a mutual "shake hands and make up" plan.
- Hold a face-to-face hearing where each participant describes his/her version without interruption from the other. Attempt to help each see the other side, then reconcile differences, make up, and forgive.
- Allow the individuals to discuss the situation privately **IF** you are sure the anger has dissipated. You can help mediate if they wish.
- Remind the campers that they must help keep camp safe.

Stealing

Prevent stealing by establishing an atmosphere of trust within all members of the group. Discuss openly the need to respect each other's property. Establish group rules as campers feel a need to protect individual's property and define sanctions for rule infractions. Always discourage campers from leaving valuables out in the open unnecessarily.

If stealing still occurs:

- Give the offender an opportunity to return the article anonymously, without punishment. · You may need to play detective if the item is not returned and the offender is still not identified. Be cautious in seeking group cooperation in order to avoid the offender being ostracized. · If you have evidence to identify an offender, deal with the camper privately. Give him/her a chance to make restitution and make a plan together to avoid repeat behaviors
- If evidence is lacking as to the offender's identity, try handing out sheets of paper to each member of the group. Have them write either "I did not take it," or "I did take it and I'm sorry," and sign their name. Give them the opportunity to secretly place the papers in your custody. Deal with the offender privately at a later time.
- If the problem persists, follow camp procedures and inform the camp director.

Campers with Special Needs

Camp is a unique place regardless of any child's diagnosis. Our job is to keep all campers safe and create a meaningful summer experience. When discussing all campers, it is important to use person first language (ex: "Billy, who has ADHD"). It is also important that we work with parents and each other to privately discuss strategies that work and to ask for help when we face a situation that we need help with.

Attention-Deficit/Hyperactivity Disorder (ADHD)

These campers will have challenges with attention, focus and/or impulse control. They may have difficulty focusing on a non-preferred activity or may overly focus on a preferred activity and have difficulty shifting to another activity. Sometimes children with ADHD have a high level of activity.
Transitions and wait time can be challenging if they are not engaged in a task or activity and self-control can be a challenge. Children with ADHD may have difficulty with frustration and may need encouragement and may need support to persist with challenging tasks.

Children with ADHD are often treated with medications which can last for 8-10 hours but may vary with each child. These medications stimulate the frontal lobe of the brain which has been found to be underactive in children with ADHD. During the peak of the medication's effectiveness they may not have much appetite. ADHD medications will typically wear off in the late afternoons or evenings and their appetite will typically increase. Late afternoons and evenings may require additional patience from those working with children who have ADHD. Children may also come to camp without medication as there is often a medication "break" given in the summer.
*Resources: www.chadd.org, www.russellbarkley.org, www.understood.org

How to help:
Patience. Breathe. You can learn how to handle this situation.
QTIP: Quit Taking It Personally
Whenever possible, let them know what the plan for the day is
Use "when/then" or "first/then" prompts
Ask yourself "how can I help this child more likely choose to _____"
Present directions one step at a time or break information into small chunks
Directions may need to be repeated several times
Can ask them to repeat directions to see which parts were understood
They may need to step back from an activity to regain composure. Help them to use calming strategies at those times (breathe deep, look at the stars/ sky/ water, feel the sun on your face, etc) **Resources: www.chadd.org, www.russellbarkley.org, www.understood.org*

Autism
These campers will have difficulties in the use/understanding of social language and with social interactions. They may also have repetitive behaviors, sensory sensitivities, restricted areas of interest, difficulty with transitions and a strong need for routine. Autism spectrum disorders have a wide range of severity levels of symptoms. Autism can be found in children with intellectual capabilities that are well above average, well below average or any level in between. Children with autism will have difficulty understanding sarcasm or metaphors and will perform better with clear, concrete communication. They may become overwhelmed with social interaction or sensory stimulation (loud noises for example) and may need some quiet time by themselves (but with supervision). Making direct eye contact is often uncomfortable for these children and they should not be forced to do so. They may say things that appear rude but their comments are not meant to be hurtful. Children with autism may have challenges with understanding the "unwritten rules" of social interaction and may misinterpret the intentions of others. They will often use repetitive phrases and may have a few areas of interest that dominate their thinking and conversation. They may get "stuck" on an idea or problem and need support to "move on". **Resources: www.autismsociety-nc.org; www.teacch.org*

How to help:
Consistency is important
Warnings of upcoming transitions will help (ex: "in five minutes we will… ")
Visuals (written schedules, writing out problems/ next steps or drawings) to explain new ideas or upcoming activities

If unexpected changes occur to routines, children with autism may need multiple explanations and reassurances
Avoid sarcasm or figurative language ("raining cats and dogs"). Give concrete, clear information Quiet sensory breaks may be needed if campers become overwhelmed

Emotional and Behavior Disability (EBD)
This is school-based terminology used to describe children with a range of diagnoses that have difficulty dealing with anger, frustration, aggression, sadness or anxiety. They may have a hard time responding to authority and may have outbursts.

How to help:
Expectations should be made clear before activities and should be repeated frequently Limit the number of tasks required of the child at one time
May not easily work with a partner or in a group and may need support and teaching for this skill Allow for space from the group as needed (within eyesight of staff member)
High level of positive reinforcement for compliance or positive behaviors and an established consequence for non-compliant or negative behaviors (time-out from a favorite activity for a *few* minutes)
These campers often rise to the challenge when given a sense of responsibility Remember that you are in control, you can be calm, you do not need to give them power by arguing with them
"I" and "I need" statements/name, focus, calm
Strategies listed for those with autism and ADHD are often effective here as well

Learning Disabled (LD)
LD is a descriptor term used for children who have difficulty learning academic skills in specific areas. While it is used in regards to academic skill areas, children with learning disabilities can also struggle

with processing information quickly, recalling information or following directions with multiple parts. They may lack self-confidence and need encouragement to attempt challenges.

How to Help:
Break information down into short "chunks"
Give directions one or two steps at a time
Frequent "check-ins" to make sure information is processed
Quick check before leaving an area to make sure all needed items were retrieved May need support with problem solving-step-by-step is key
Encouragement and specific praise are powerful for building confidence. Look for their strengths and unique gifts. Everyone is good at something!
**Resources-www.understood.org*

Depression
Depression is characterized by overwhelming feelings of overwhelming sadness or hopelessness. Children with depression may appear sad and have little energy or they may show a high level of energy. They may have difficulty sleeping and have difficulty interacting with others. They may become withdrawn or irritable and choose to isolate themselves.

How to Help:

If a child takes medication for depression or any other chemical imbalance, make sure that they take it on time every time/do not let them tell you that they don't need it
Be sensitive and supportive, give as much positive reinforcement as possible
Encourage participation and praise both effort and accomplishment
**Resources: www.nami.org*

Anxiety Disorders

Anxiety disorders are becoming more common in childhood. Children with anxiety disorders worry about more things more often than other kids without anxiety disorders. They may have a specific type of fear (weather, insects or social situations) or they may have a more generalized feeling of worry.
Children with anxiety disorders may suffer from panic attacks that are intense and can be frightening to them and others around them. In those moments, they will not be able to think rationally and will need to be made to feel safe. The camper will be in "fight to flight" mode due to the adrenaline their brain is pumping into their body. Panic attacks are usually brief but they may be intense.

How to Help:

Answer questions with enough (but not too much) information
Reassure safety with a calm soothing voice-calm is infectious
Model deep "belly" breaths and help child to do the same
In intense moments, have child focus on you as you support them and help them until the fear passes In intense moments, limit your words to soothing, repetitious words of reassurance "You've got this and I've got you"
Help child participate as much as possible in activities, even if they may be uncomfortable. They will gain confidence that way. Provide reassurance. Trust built earlier in the relationship is key. **Resources: www.nami.org*

Mood Disorders

Mood Dysregulation Disorder (previously termed Bipolar Disorder) is characterized by difficulty regulating emotions and sudden shifts in mood. Children with this disorder may cycle between giddy happiness and extreme sadness or irritability. Children with mood disorders are often hypersensitive to redirection or criticism and may have difficulty with social interaction. They may need support to navigate the dynamics of living in a group setting. Bipolar disorder is thought to be caused by an imbalance in neurochemicals and typically requires medication.

How to Help:

Make sure medication is given consistently at the prescribed times.
The strategies used for campers with ADHD are often effective here as well
As with any camper, if there are any comments about not wanting to live anymore or other statements about self-harm, the child should be referred to supervisory staff immediately to ensure safety.
**Resources: www.nami.org*

Eating Disorders

Eating disorders are characterized by an overwhelming concern with weight gain and appearance. Usually found in adolescent girls but can occur in boys and those as young as 7 as well. Depression, poor self-image and distorted body image tend to be part of the disorder. There may be overeating/binge eating, refusing to eat, food hoarding or vomiting after eating. If any of these behaviors are seen as a pattern, they should be reported to support staff to determine if follow-up is needed. Children should not be forced to eat but should be instructed in healthy calorie intake and how much energy is needed for camp activities. Look for patterns of behavior, one meal or one or two comments about food do not constitute an eating disorder

How to Help:
Do not force someone to eat but remind them of high energy requirement of camp and the need for nourishment
Be sensitive and supportive
Avoid making negative comments about your own appearance and/or weight
Be a good role model for healthy eating
Praise accomplishments rather than appearance
A missed meal or two is not an issue but if it is persistent or other behaviors of concern are seen, notify your supervisors so it can be addressed
**Resources: www.nami.org; www.nimh.nih.gov*

Bed-Wetting/Sleepwalking
You will most likely be told by the parent on Sunday if a child has one of these problems, and the parent will usually give instructions on how it can be dealt with – doctors are still learning about the causes for both of these.

In both cases the privacy and dignity of the camper should be maintained (only you, your co, and the camper should know) and situations that would become obvious to other campers should be dealt with sensitively

Homesickness
- · Most often there is not a medical cause – sense of insecurity and unfamiliarity – there is nothing wrong with you as a counselor/staff person.
- · Homesickness does not tend to happen when the child is busy and engaged, its times when there is a break in the action that allows homesickness to take its toll.
- · Patience, calm, focus on other things/what's going to happen next, encourage the child to write home, keep him/her busy and focused on task after task.
- · In many cases allowing the child to call home is often counterproductive to helping a child relieve symptoms of homesickness.
- · Each case is different, and each requires a different approach.

· Assistance can be sought in the form of Head Counselors or administrative staff.

Self–Injurious Behavior
Self-injurious/self-harm behavior is a serious concern that needs to be reported to a supervisor immediately. This is the act of deliberately harming oneself without suicidal intent (though some children/teens have died as a result of their actions). This behavior occurs as a way to relieve intense feelings and has increased greatly in young people. Intentionally inflicting harm on themselves helps focus attention on external pain, serving to distract the person from their emotional distress. Those who harm themselves typically know they should not be doing it, and feel ashamed for doing so.

How to Help:
Watch for straight, almost surgical, scratches that appear to have been done by a very sharp object like a razor, tack, or needle.
Watch for small round burns that are the shape and size of a cigarette
Watch for unexplained clusters of small bruises (from pinching or hitting) that do not seem to be the result of daily activities.
If these marks or bruises are seen, notify support staff immediately
Avoid shaming the child, provide reassurance, use support staff guidance on how to address with the child

Resources: www.nami.org; www.mayoclinic.org

Hosting Meals

The Purpose of Family Style Meal and Ministry

Each meal will have a group assigned as the "Meal Host". This is a great opportunity for your group to practice the art of "doing for others." Hospitality is a commandment that comes from God. To welcome and care for guests is a great privilege and responsibility.

Family style meals at Don Lee are a program choice. We believe that mealtime is a high moment within our program. Many things occur at mealtime besides feeding the hungry staff and campers. Mealtime is a program element which is important. To eat with family and friends is the highest honor. Food and fellowship should nourish both body and spirit.

As "Meal Host" your group is responsible to be sure all is ready for a great meal experience. Believe that everyone else is your guest for the meal and that you are preparing to welcome them into your place of hospitality. Your group will then welcome everyone to the meal and lead the blessing. If it is breakfast or Supper your group will lead after meal group singing or entertainment. (Also during lunch when Heartworks is here.)

Dining Hall Procedures

When entering the dining hall, please do not give high fives, this causes rapid germ spread leading to spreading illness quickly.

For your safety, as well due to health code regulations, unless part of the kitchen staff, you should never go into the kitchen past the serving counter. If you need something, please ask a kitchen staff member for assistance.

When Eating

- If you have a camper with a food allergy you will be notified prior to your first meal. You will have a flag on your table marking that someone in your group has an allergy. Please pay careful attention to that camper
- All food plates must go all the way around the table before you or your campers may get in line for more food. That means, you may not take all the chicken fingers and then go get more for your table.
- All food plates must go all the way around the table before you or your campers may get in line for cereal or salad. These are supplementary items.
- Your group may not clean up until the Red/Green Board is turned to the green side. On Sundays, the best behaved (most polite, controlled, civilized) group will get to clean up first. The following day they get to clean up first, if the board is turned to green but if that group isn't done, the dining hall will wait until that group is completely done eating and cleaning before the rest may clean up. After that, the group that cleaned up first will get to choose the next group that gets to clean up first at the next meal. This will continue all week.

When Singing Songs

- Lead from the stage with a microphone
- Please do not ask groups to stand up if they need to read the words to the song, group 1 cannot see the stage if people are standing
- If you are leading a "repeat after me song" you may ask campers to stand, since they do not need to read the words to the songs
- Staff members that don't have anywhere to stand during songs, DO NOT gather by the salad bar or

the door. We need more folks spread throughout the tables.

Group is Setting Up

- Arrive 15 minutes early to the dining hall
- Campers put their bags and stuff outside
- Everyone in your group must wash their hands
- Campers put gloves on their hands
- Explain that once they've put the gloves on they can't touch anything other than the plates they are putting on tables
- Assign one camper to be the one that "checks" the tables
- They make room on the table for each plate as well as check to make sure each table has one of each item
- When all the plates are on the tables have campers take gloves off and throw into the trashcan · Ring the bell
- Line up in two lines OUTSIDE of the dining hall
- Clap your hands as groups are coming in. DO NOT GIVE HIGH FIVES. This will spread ALL the germs.
- When everyone has found their chair to stand behind, put your hand up to get folks quiet. If they are quiet, do not ask them "how is everyone doing?!" and then get them quiet again. · Do a practice blessing so campers can learn, if folks start to join in during the practice please stop and ask them to just listen at first, then do the blessing ALL TOGETHER.

When Explaining How to Clean Up

- This is not your chance to have a one man/woman show. Be concise, clear and engaging. · In preparing for the blessing and meal songs, please plan ahead and be mindful of songs that have been sung recently and to add some variety. Same with blessing songs.

Capers at Camp Don Lee

The opportunity to contribute each day to the hosting and cleanup responsibilities at camp is an extremely important part of the program for everyone living in the camp community. Each camper and staff person has the responsibility first to keep their personal area clean and picked up. Also, each day, every person in each group has some of the common living areas to clean and prepare for community life. This opportunity allows each of us to build a stronger bond in our community and maintain the environment for comfort and health concerns.

Bathrooms (East and West Bath Houses)

This applies to all areas that have a bathroom

- · Clean mirrors with glass cleaner and paper towels.
- · Clean sinks with fantastic sponges.
- · Sweep the entire floor.
- · Empty trash cans.
- · Shake any doormats.

Dining Hall

- · Put all chairs on table-tops. Leave the chairs up when you finish.
- · Sweep the floors.
- · Empty all trash cans.
- · Sweep porches and shake all doormats.

- · Wipe down the hallway counter and straighten area.
- · Water all outside potted plants.

Fellowship Hall

- · Sweep the entire floor, including inside and outside porches.
- · Clean bathrooms as described above.
- · Sweep cobwebs from ceiling and walls.
- · Sweep off the screens.
- · Put away all cleaning supplies.

Grounds I

Area beginning at Alligator Creek and continuing to the east side of Dining Hall · Pick up all trash on the ground.

- · Pick up any lost clothes/shoes and put them at lost and found.
- · Pick up any recyclable items and put them in the proper place.
- · Pick up any camp equipment (balls, life jackets, etc.) And put them in the proper place.

Grounds II

Area beginning at east side of Dining Hall and going to Gatlin Creek

- · Pick up all the trash on the ground.
- · Pick up any lost clothes/shoes and put them at lost and found.
- · Pick up any recyclable items and put them in the proper place.
- · Pick up any camp equipment (balls, life jackets, etc.) And put them in the proper place.

Pavilions

- · Pick up all the trash.
- · Sweep floors and screens.
- · Take trash and recyclable items to the proper place.
- · Water flowers by Small, Holland, & Lee Cabins

Chapel

- · Sweep the floor and screens
- · Pick up trash inside and outside the building.
- · Empty trash.
- · Put chairs and supplies in proper places.

Pier/Beach

- · Pick up trash and misplaced items from the shoreline and from the pier.
- · Put all equipment back in its proper place.
- · Put trash and recyclable items in the proper place

Buses

- · Wipe seats with towels.
- · Sweep floors
- · Empty all trash.
- · Wash windows with window cleaner and paper towels.

Craft Hut

- · Sweep the floor.
- · Clean up around the outside of building.

- · Help put away supplies and tools.
- · Wash down sink area.
- · Empty trash in the proper place.

Sailing Center

- · Sweep the floor.
- · Clean up around the outside of the building.
- · Pick up trash in classrooms, bathrooms, and around buildings.
- · Take mugs, cups, lost and found, and other camp items to their proper place.
- Empty small trash cans into larger trash can (in classrooms and bathrooms)
- Put life jackets on the life jacket rack.

Environmental Education Center

- · Sweep hallway and classrooms
- · Sweep porch
- · Spray and wipe down mirrors
- · Take out small trash cans in the bathroom to larger trash cans on the porch.

Staff Regular Duties

- All persons living in a cabin are responsible each week after their campers leave and before the new campers arrive to disinfect and wipe down mattresses in camper rooms and to sweep and mop the cabin. Be certain that you clean the entire cabin and it is ready to receive new campers and their parents.
- Each counselor is also responsible to go back through their cabin areas and pick up found items and take them to the lost and found. Also, go to clothes lines and pick up items that may belong to departed campers.
- Program area staff will also return any found items to lost and found.
- Each staff person will maintain his or her program area in a clean, neat, and professional manner.
- Each staff person may be asked to serve on a special duty team to accomplish tasks such as extra trash pick-up, mopping, moving beds, luggage hauling, etc.

Summer Camp Schedule

12:00 pm Sunday – 7:00 pm Friday

Sunday

10:00 / 10:30 am **Chapel Prayer Service (for multi-week groups that are on-site)
12:00 pm – Lunch; Role Call, Assign Tasks to Support Staff
Staff Worship
Support Staff Tasks; Counselor Meeting- at fellowship hall to prep Med-tent and drop off areas Campers Arrive at designated times- Move in, Name Games, Swim Test, and Pictures 6:00 OR 6:30 – Dinner
Immediately after dinner – Sunday Night Live
8:15 Worship
Vespers; Group Goals; Expectations

Monday – Friday

7:30 - Support Staff Head to Cabins to Help Group Prepare for Day (** during Covid-19, most support staff will be housed in the cabin of their assigned group)
7:40 - Morning Watch
8:00 – Breakfast, pick up rotation schedule (** may or may not include Songs and Caper Cheers; Capers)
9:00 – ALL return to cabins for cleaning (may not leave until leadership and heath care approval)

9:30 – 1st Rotation
10:30 – 2nd Rotation
11:30 - 3rd Rotation
12:30 - Lunch
1:00 – Rest Period/ Hour Off for Support Staff
2:15 – 4th Rotation
3:15 – 5th Rotation (**may be assigned store/black-top time)
4:15 – 6th Rotation (**may be assigned store/ black-top time)
5:15 – Clean Program Areas; Showers
6:00 – Dinner

After Dinner
Night Activity for about 45 Minutes to an Hour
Blacktop Time/Camp Store (**will be scheduled through-out the afternoon during Covid-19)
8:15 – All Camp Night Activity
Night Nature and/or Vespers
10:30 – All staff and campers in their cabin
11:00 – Lights out

Weekly Night Activities
Monday Worship
Tuesday Dance/Talent Show
Wednesday Worship
Thursday Worship
Friday Send off

IV. PROGRAMS

The Outdoor Camping Experience
Camp Don Lee is an outdoor ministry center specifically designed for nurturing both groups and individuals in an intense and supportive religious atmosphere. Our natural resources, the Neuse River, rustic forested setting, and outdoor recreation options are used to provide an enriching outdoor living experience for each of our visitors.

It is our responsibility to cater to and meet the needs of every patron who comes to our site, as most of our visitors do not have access to the program elements we utilize in our outdoor camp and retreat programs. In addition, for many this will be their first encounter with these elements and opportunities. This first encounter places a great emphasis on our ability to know and understand completely all of the unique elements offered here at Camp Don Lee so that we may provide the best and most fulfilling experience possible to those who have come to share in our ministry with us.

Program Staff Responsibilities & Goals

Basic Safety Requirement Concerning Program Elements
Each Camp Don Lee staff member must take every opportunity to ensure that all safety practices are followed during and around each activity and program element offered. Campers must be kept safe and must understand the rules and regulations surrounding our camping activities.

This includes the storage and maintenance of all program equipment to ensure that all equipment is safe

and can only be used while in the presence of an experienced and qualified activity supervisor. Signs and rules are posted at all program areas and it is each staff person's responsibility to maintain an atmosphere of safety and fun. All safety rules and regulations are stated clearly in the staff manual and will be thoroughly explained during staff training.

Staff Observation of Campers

Inherent in all of our program areas is the need for staff observation of campers/participants. This observation is for safety and quality control, but it also is for the assessment of camper development. Each camper who participates in our summer program should realistically be using the lessons learned through these experiences to better themselves as a person and as a Christian. The fundamentals of this development can be but are not solely or definitively based upon age. You'll find some of our elementary campers are able to accomplish tasks that the high school campers cannot, and vice versa. The key is attempting to recognize which aspects of development each camper needs to work on. Some may need to work on teamwork, others on leadership, still others on timidity.

A guide to understanding typical camper tendencies (based upon age) can be found in our staff and operation manuals. Please make use of this guide, but also take time simply to get to know each of your campers. Building a relationship with each child is the easiest way to fully understand and meet the developmental needs of all your campers. Regardless, there are countless lessons that can be learned from working together and building new, strong relationships. It is our job to understand the needs and wants of these campers to the best of our ability so as to help them become the best people they can be. Camp is about changing lives and this is another way to work towards that goal.

Leadership Staff Observation of Program Activity Leaders

There will be bi-weekly, random observations of all activity leaders on summer staff; each of these observations will be conducted by an appointed, qualified member of the Camp Don Lee Program Leadership Team.

Staff Training Skill Verification

During staff training, each staff member who will be in a leadership or teacher role is required to pass a skill verification observation given by an appointed, qualified Camp Don Lee Program Leadership Team member.

Program Elements and Operating Procedures

ARTS AND CRAFTS

- Arts & Crafts are to be designed, led, and operated by at least one Crafts Staff member and are open during all activity times for use by all summer camp groups.
- Counseling Staff are expected to participate with campers and assist the Craft Staff.
- Campers must be directly supervised while using a hot glue gun, hot plate, iron, wood burning tool, hot wax or any other electrical tool or hot materials. Depending on the age of the camper, staff should use the items for the campers.
- Campers and counselors must assist in the cleanup after their craft period prior to leaving the craft hut
- Campers are not permitted in the Arts & Crafts Hut unless accompanied by a Don Lee Staff Member. **This will be an assigned indoor location for a group-no other groups may enter

- All staff members are expected to communicate with Crafts Staff about the use of craft material outside of activity time.
- All policies and procedures must be implemented by all staff during Arts & Crafts activity time.
- The Arts & Crafts supplies are not for personal use and should not be taken out of the Arts & Crafts building without prior authorization from the Craft Coordinator.

DRAMA

- · Drama activities are to be designed, led, and operated by the Drama Instructor or other assigned staff member and are open during all activity times for use by all summer camp groups. · Unless otherwise posted, only one camper group is permitted to sign up for each activity period. · Counseling Staff are expected to participate in drama activities with their campers and assist the Drama Instructor.
- · All policies and procedures must be implemented by all staff during Drama activity time.

ENCOUNTERS

- · Encounters is to be designed, lead and operated by the spiritual life specialist, Divinity Intern or other member of the Faith Formation Team
- · Unless otherwise posted, only one camper group is permitted to sign up for each activity period.
- · Counseling Staff are expected to participate and assist the Encounters leader · Encounters may be listed as Worship Planning and is to be used effectively as a time where campers plan their all camp worship under the guidance of the Faith Formation Team, counselors should help support during this time as well

ARCHERY

- Archery is not recommended for guests under age seven. A participant in archery activities must be old enough to understand safety procedures and handle equipment correctly. · A ratio of one (1) qualified archery instructor for each sixteen (16) participants shall be maintained. Instructors must have thorough knowledge of safety practices, equipment use and technique. A minimum of two staff must be with summer campers in the archery area. · A trainer with Level I Archery Instructor certification or documented experience indicating knowledge and skill in teaching and supervising an archery program will instruct staff training. The trainer will observe staff to verify knowledge and skill in teaching and supervising, knowledge of safety practices, equipment use and maintenance, and technique. · Facilities are for daylight use only.
- The range is in the woods behind the challenge course. Staff may want to take some bug spray and water. Use restrooms before heading to the woods.
- The range includes an assortment of bows and arrows suitable for campers entering 1st-12th grade. Staff members are responsible for checking equipment before use.
- Broken arrows or bows should be discarded in the dumpster at each break or every time the instructor leaves the range.
- **Archery equipment must be stored in the equipment shed and locked when not in use. This includes putting equipment away each night and locking up bows and arrows during breaks.** · Campers waiting their turn to shoot must wait at the tables behind the archery shooting line. · *In case of an accident, remain calm, take command, and give clear instructions. Follow "Emergency Procedures" from the administrative manual using counseling staff as "runners." Use proper "lines of communication". Refer to the staff manual. First aid kit will be located in a storage shed. Please notify the nurse or supervisor when supplies are used so they may 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.
- Camp Don Lee has a 50ft x 10ft mesh net behind the targets. There are woods on both sides of the

range to protect unauthorized entry. Signs are posted around the range on paths to make campers, staff and guests aware of the range. There is a defined waiting and shooting line that is not to be crossed without specific instruction to do so.

- The new archery pavilion is not to be used as a storm shelter. If thunderstorms approach, please take your group to another location.

Safety Considerations

A maximum of six (6) participants may shoot at a time.

Safety Rules for Archery

1. Know and obey all range commands.
2. Always wear your armguard.
3. Keep your arrows in your quiver until you are told to shoot.
4. Only use the arrows the instructor gave you.
5. Keep arrows pointed down or towards the target.
6. Shoot only at your target.
7. Do not pass the shooting line until you are instructed to collect your arrows.
8. Always walk on the archery range.
9. Obey safety commands
10. Everybody must have FUN!!

Safety Commands Used

- "Approach the shooting line"
- "Load arrow" -- waiting and preparing to shoot
- "Begin shooting
- "Fire when ready" -- shoot arrows. Campers put their bow on the rack when finished.
- "Stop shooting"
- "Retrieve arrows" – campers get arrows after all have finished.

Demonstration of Equipment

· Correct Stance
o Straddle shooting line
o Shooter's body in a "T" formation
· Terms Describing Arrows
o Odd-colored feather (fletching) is called the index feather
o Two matching feathers are called the fletching feathers
o The open slot end is called the knock
· How to Knock Arrows
o Use three fingers, one above the knock, two below
o Do not pinch the arrow, hold gently between fingers, slightly pulling tension on the string.
· Aim and Shoot
o Pull back with even pressure to the corner of your smile
o Release by letting the string roll off the fingers while the arm continues to move beside the ear in a flowing manner
· Removing Arrows
o Hold the target flat close to the arrow with one hand
o Pull gently, twisting slowly to remove arrows

All archery facilitators must receive training and skill verification from a USA Archery Level 1 archery instructor. **Staff and campers must follow archery safety procedures at all times**.

Rock Throwing

- Rock throwing is recommended for campers ages 7 and above
- A ratio of one (1) qualified rock throwing instructor for each sixteen (16) participants shall be maintained. Instructors must have thorough knowledge of safety practices, equipment use and technique. A minimum of two staff must be with summer campers in the rock throwing area.
- Staff will be trained by a year-round program staff who will observe staff to verify knowledge and skill in teaching and supervising, knowledge of safety practices, equipment use and maintenance, and technique.
- Facilities are for daylight use only.
- The rock throwing range is in the woods behind the challenge course. Staff may want to take some bug spray and water. Use restrooms before heading to the woods.
- Campers waiting their turn to throw must wait at the tables behind the rock throwing rope line.
- In case of an accident; remain calm, take command, and give clear instructions. Follow "Emergency Procedures" from the administrative manual using counseling staff as "runners." Use proper "lines of communication". Refer to the staff manual. First aid kit will be located in a nearby archery storage shed. Please notify the nurse or supervisor when supplies are used so they may be replaced.
- After arriving at rock throwing there should be an explanation of safety rules posted at the rock throwing range, and demonstration of equipment must be completed. T
- Camp Don Lee has a 50ft x 10ft mesh net behind the rock throwing targets. There are woods on both sides of the range to protect unauthorized entry. Signs are posted around the range on paths to make campers, staff and guests aware of the range. There is a defined waiting and throwing line that is not to be crossed without specific instruction to do so.

Safety Considerations
A maximum of six (6) participants may throw at a time.

Safety Rules for Rock Throwing
1. Know and obey all range commands.
2. Keep your rocks in your bucket until you are told to throw.
4. Only use the rocks the instructor gave you.
5. Only throw at the designated target area
6. Do not pass the throwing line until you are instructed to collect your rocks.
7. Collect the same number of rocks that you threw
8. Always walk on the rock throwing range
9.Obey safety commands
10. Everybody must have FUN!

NATURE
Nature activities are to be designed, led, and operated by at least one trained OLS or Nature Staff and are open during all activity times for use by all summer camp groups.

- The meeting locations and nature options may change from day to day and will be designated on the daily schedule handed out to each counselor every morning.
- Up to two nature activities will be offered during each activity period. One group may be scheduled to participate in more than 1 nature activity per day.
- Campers are not permitted in the Environmental Education Building unless they are accompanied by a Don Lee staff member. Only OLS and Nature Staff are permitted to feed and handle our ambassador creatures. Campers and staff may only feed and handle animals with an OLS or Nature Staff's presence, permission, and guidance.
- Staff members are expected to participate in activities with their campers, enforce rules and guidelines, and assist the OLS or Nature staff during nature activities.
- All water safety and off-site guidelines must be implemented by all Don Lee staff and campers during nature activities and trips.

LOW ELEMENT CHALLENGE COURSE

Definition of Don Lee Center's Challenge Course Program

The Don Lee Challenge Course was designed to develop group problem-solving skills along with encouraging teamwork through personal development. It focuses on teamwork, cooperation, good communication, and effective planning. The challenge course is a low element/initiative course with many different challenges. The challenges may focus more on some aspects of group problem solving than others.

PLEASE REFERENCE THE CAMP DON LEE RESOURCE MANUAL FOR MORE DETAILED CHALLENGE COURSE INSTRUCTION.

FERRY RIDES The purpose of the ferry ride is for counselors, support staff, and campers to experience a relaxing program, off of camp property, in a controlled and safe environment.

- The staff's role is to interact with as many campers as possible, as well as making sure that all are safe and having a great time.
- The group or groups will depart after dinner on a Don Lee Center Bus and catch the 7:00 PM ferry.
- The staff and campers will adhere to the Rules of the Camp Bus, which are located in the Transportation Section under the Camp Bus Heading.
- The Ferry Rules are as Follows (please explain these rules to campers before getting off of the bus):

1. Stay in the parking area, to the left of the ferry, until all vehicles are on the ferry and the ferry staff invites the groups on board.
2. Stay on the main level of the ferry while under way.
3. Do not touch any vehicles or go into any vehicles.
4. Do not go into the ferry lounge.
5. No food is to be brought on the ferry or fed to wildlife
6. When departing the ferry, stay on board until the ferry staff says it is okay to exit.
7. While waiting for the return ferry, make sure to interact with the campers (play games, sing songs, etc.), and have everyone stay on the grass area to the right of the ferry until the ferry staff welcomes you back on board

OUTDOOR LIVING SKILLS (OLS)

Purpose

The purpose of the Outdoor Living Skills Program is to incorporate God, Nature, Education, Skill, and Fun into the Don Lee Experience through the Great Outdoors.

Sleep Outs at Camp Don Lee

Sleep Outs are designed for the group to experience camp sleeping in a new way, outside under the stars. The typical spot that groups use is at the end of the pier. However, you can stay other places if your imagination is out there and you are approved with the Leadership Team.

Guidelines for Sleep Outs

- · All Counselors and Support Staff need to be present for a sleep out.
- · There should never be a mixing of genders when it is time for "lights out".
- · Staff should be the barrier for the "Boy Side" and the "Girl Side," so that campers would have to cross over staff to get to the other side.
- · If a camper needs to use the restroom or see the nurse, then the camper needs to take a buddy or two and let the staff know where they are going and for what reason.
- · While out on a sleep out, there should not be any pranks whatsoever.
- · Staff should not have any visitors come to the sleep out that would take them from interacting with campers.
- · It is encouraged to have a night nature course, campfire story, or other night activity while having a sleep out. Staff may ask the Leadership Team for ideas or help on this. · Each group should be present at Morning Watch the next morning. Staff should ensure that everything is cleaned up from the previous night and campers are ready for the day at Morning Watch.
- · Watching the sunrise is a wonderful way to start the day!

Low-Impact Camping Procedures

Low-impact camping is the term we use to describe the effect that camping activity can have on an environment. The main idea is to be friendly to whatever area we find ourselves in. Try not to disturb anything natural. The site should look as if no one had been there after a camp group leaves. This is to ensure that our presence has not ruined wildlife, plant life, or the opportunity for another group to use the site in the future. This requires thoughtfulness and planning as campsites are chosen, used, and left. This section contains guidelines for low-impact methods to follow for all camping activities.

Choosing a Campsite

- · After arriving at your destination, you must decide on a place to set up your base camp site. Choosing a good, well protected (if possible) site is important. When possible, look for an area bordered or surrounded by trees. This will provide shelter from sun, wind, and rain. Keep in mind that the camp site is several yards from any rising water, not in a run-off area for water, and not in a natural area for a puddle to form. Another area to avoid is that of trails, private property, and other areas that would be an adverse area to set up camp. Make sure that the area is also large enough for the entire camping party can stay in safely and do several different types of activities.
- · Once you choose your site, walk the area, clearing away any trash or debris. Wood and branches can be piled up for your fires. The main reason for walking the area is to search for level areas to pitch your tents. Clearing the area ensures that tents are not set up over rocks, roots, branches, pine cones, or other objects that may damage the tents or be uncomfortable to sleep on. · Trips to the Outer Banks usually involve camping directly on the beach, so shelter may not be an option. In an emergency, boats can be used to provide makeshift shelter from rain and wind.

Setting Up the Camp Site

- · Once you have chosen a site, the next step is to arrange the site in a convenient manner for use,

while still trying not to alter the physical landscape. Traditional set-ups have the fire in the center with the tents in a circle around it. This set-up, while good in the forest, may not work as well on an exposed beach. Setting up tents so that they face away from strong winds may be a good option. Try to work with the natural terrain of the site, not against it.



○ You may use the tents as a natural wind barrier for the camp fire. Do not
○ have a tent near the camp fire this is a safety concern. Ten (10) to Fifteen
○ (15) feet is ideal for this reason.
● · Food should always be kept in boxes and coolers, and those containers
○ should be kept out of the sun and inaccessible to animals, if possible.
● · The fire ring will most likely be the gathering point while you are
○ camping. All your meals will be cooked there, and it is a good
○ meeting place.
● · Food coolers are not seats and should not be pulled up near fires for
○ that purpose. Coolers are made of plastic and can melt near the fire
○ and crack under the weight of a person. **Coolers should be used**
○ **for food storage only**. They should be kept closed as much as
○ possible to keep the ice from melting too quickly.
● · While setting up the main area of camp, keep in mind that
○ you have to allow for space for cooking, cleaning, Bible Studies, games, and socialization.

Tent Set-Up

Setting up a tent is an easy process, but some campers may never have done it before. Use your first camping experience as a teaching opportunity to show campers the proper way to set up so that the poles and nylon tent are not damaged.

The majority of our tents are dome tents that use three fiberglass poles that slide through sleeves sewn into the tent. These are the best tents to carry on our trips, as they are more stable than some other types of tents but are still lightweight and easy to set-up. Make sure that you, as a staff member, are familiar with setting up tents and picking out sites for tents prior to your camping adventure.

· How to Set Up a Tent

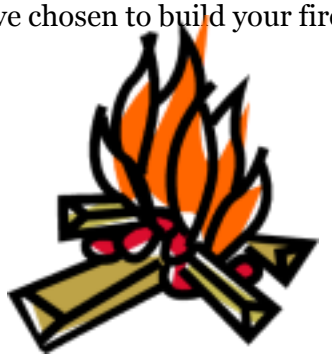
● Make sure that all three poles are together and are the same length. Much of the time, groups do not have extra poles packed with their gear.
● Slip one pole at a time through the sleeves so that the ends stick out of both ends. o After all three poles are in, you and your tent mate(s) should set the poles in the anchor straps or slip the pegs into the ends of the poles.
● One person should hold the tent up in the middle while another person gently bends the poles for fitting. Many poles break from the stress of rough storms and rough handling. They are designed to bend, but you have to be careful not to cause too much stress.
● If a pole does not seem to fit, check the other two; there may be a bind or a sleeve pinched in a pole joint.
● After the tent is set up, you may want to unzip the door in the front and then pick it up and shake

out any sand that may be left in it.

- **Remember that these tents serve as your home away from camp, so treat them with care**.
- Once the tent is erected, find the spot where you can place the tent. When the spot is found, make sure the ground is clear and ready for the tent. Then place a tarp or ground cloth on the ground and place the tent on top. After this is completed, you will take the stakes and place them through the stake straps and then anchor them in the ground.
- Open the tent to allow some time to air out and you are then ready to move in!

Fire Building and Fire Rings

Some of us have better luck than others getting a fire started. However, the campfire is an important part of the camp site. So do not give up and keep trying. You will get better with practice and time. Tents, coolers, PFDs, and other gear should not be left near the place you have chosen to build your fire.



· How to Build a Fire

- o Choose a large clear area in which to build your fire.
- o Fires should not be built near wooded or grassy areas in the
- event that a spark could set off a brush fire.
- o Gather your fuel. You will need firewood of various sizes
- ranging from twigs for tinder to larger pieces for cooking.
- Make sure the wood is dry. Wet and/or rotting wood
- does not burn.
- o The pine cone can be your best friend. If you can find
- several "open" pine cones, they can be used as a fire starter. Once lit, the pine cone tends to stay lit while you add your tinder.
- o Tinder is used to get your fire started. Small, dry, brittle twigs are best. Once your tinder is lit, you build your larger fire structure around it and get the bigger pieces burning. o There are two basic types of fire styles to build, the teepee and the log cabin style. **i. <u>Log Cabin:</u>** The cabin style works best for cooking since it provides a larger,
- somewhat level surface on which to set pots and pans. Once the tinder is
- lit, place two large pieces of wood on either side of the tinder and parallel to
- each other. Then place two more large pieces on top of the first two pieces so
- that you form a box around the lit tinder. You can build up the log-cabin as large as you need to, but it will not usually have to be built more than two or three
- layers high. *Large fires are not the goal. You want to cook over hot coals*
- *not flames, so the smaller your initial fire, the sooner you will have coals*. Most of what we find to burn is pine. Harder wood can be found, but it takes
- longer to burn down to coals. Have plenty of firewood on hand to feed the fire
- until you have enough coals to cook all the food
- **<u>Teepee:</u>** The teepee fire is a good, quick fire that can be used for roasting marshmallows or for sitting around. Once your tinder is started, simply place larger pieces of wood over it so that they form a teepee.

There are six different reasons that we build fires. They are Cooking, Illumination, Rescue, Protection, Heat, and Entertainment.

Fire Rings

Fire rings are simple but an essential safety step in camping. They serve as a place to rest hot pots and cooking utensils, as well as containing the fire itself. The fire ring can be made with large pieces of wood, but rocks work best. Be careful not to use old pieces of cement or concrete since they explode at high

temperatures. The size of the ring depends on the size of the fire, but in general, you can leave a space of 12 to 18 inches between the ring and the actual fire. It is also a good idea to keep a bucket of sand and a bucket of water near the fire ring in case the fire itself gets out of control. To help control the fire while out in the wilderness, make it a practice to put a barrier between the fire and the rest of nature. This can be accomplished by placing rocks around the fire or digging a trench around the fire while keeping to the 12 to 18 inch rule. If there is a fire ring or grate already available at a campsite, make use of it. If you build a fire ring at a site, it is a good idea to break it down before you leave. If not, others will continue to use the same area to build fires, which over time ruins the earth beneath the area.

Propane Stoves

At some campsites, fires are not permitted. Therefore, cooking is done on a propane stove. Always use the utmost caution when assembling, lighting, and using a propane stove. If you are using a propane stove on a rainy day, try to find a sheltered area to take the stove and food to before lighting the stove. Do not use a tent as shelter for the stove as the heat from the stove can melt holes in the nylon or even set the tent on fire. Make sure that all propane tanks are sealed and packed properly when you are finished using them. Tanks should not be stored in any way that could result in their leaking or being punctured. When using propane stoves, please follow all instructions for lighting, cooking, and storage stated by the manufacturer. Do not use in any other manner than the intended use of the manufacturer.

Tips for Cooking Over a Fire

- Any person involved in cooking or building the fire should wear shoes at all times to reduce the risk of burns to the feet that could be caused by shifting or rolling logs as the fire burns down to coals.
- Always use a cooking mitt, a hot pad, or a towel around hot handles. Most of our cooking involves the use of Dutch ovens, cast iron pans, and large iron pots, which get very hot. · Make sure that all food is prepared and ready to cook when the coals are ready. Dividing campers into camping task groups helps in this effort. While one group is building and maintaining the fire, another group can get food ready for cooking.
- When cooking beef, always drain the grease before adding other ingredients. If you are at Home-in-the-Woods, grease should be drained into a tin can, left to cool, and then brought back to the Dining Hall at the end of the experience to be poured into the grease recycling container. If you are camping elsewhere, a cat hole should be dug away from the fire and camp site before cooking begins. The hole should be at least 18 inches deep. When all grease/oil has been drained into the hole, the hole should be refilled and packed with dirt to keep animals from digging.
- **Grease should always be treated with care to reduce the chance of burns.**
- Make sure that pots and pans rest on a level surface to reduce the risk of accidents

After Cooking Clean-Up - *This process should involve everyone!*

- First, each group member should scrape all uneaten or leftover food into the garbage bag provided in the food box.
- Once all the trash is in the bag, it should be tied securely to make sure animals cannot get into it. · The trash bag must come back with the group to camp to be thrown in the dumpster. Everything a group packs in, must be packed out. If not at camp, then find the nearest trash container and disposal of the trash properly.
- All dishes, pots, pans, and utensils must be washed using soap and water, away from the fire and away from fresh water sources.
- We will be using the “Three Bucket System”.
  - Bucket #1 is filled with warm water with soap. This is where you will wash with a sponge.
  - Bucket #2 is filled with fresh warm water. This is where you will rinse of the soap. o Bucket #3 is filled with cool water and bleach. This is where the sanitizing is done. If bleach is unavailable, you may use boiling water.

- How to Sterilize
- Fill the large, sterilizing pot about one-quarter full with clean water.
- Bring the water as close to boiling as possible.
- Items should be placed in the hot water for 20-30 seconds and then retrieved using tongs or other utensil for safety.
- Do not clean plates and pots in the river. Make sure that your group brings enough fresh water from camp for all cooking, drinking, and cleaning uses.
- After cleaning the cook gear, do a final sweep of the area, picking up all paper, food, trash, or other dirty dishes that may have been missed.
- Make sure all other food is properly stored in coolers or food boxes.

Litter

At camp, trash disposal is easier because of the number of trash cans and dumpsters available all around camp. On a trip, however, trash receptacles are not available at every site. This means that we are responsible for handling our trash in an environmentally friendly way. **Trash bags are sent in every food box that leaves camp. All trash should be put in that before leaving a camp site**. Uneaten food should not be left on the ground for animals to eat. Even small bits of paper, plastic or other non-food trash should not be overlooked. Once you have returned to camp, all trash should be disposed of in a dumpster. A method that we can teach our campers is to leave the camping area cleaner than we found it. We all can take part in helping keep God's gift of the Earth clean!

Port-a-Potties

In an effort to make our camping as low-impact as possible, groups will take two or three portable toilets, affectionately known as port-a-potties, on every trip. The port-a-potties should be used by both male and female group members every time they have a bathroom need. Urinating on trees, rocks, or bushes, even away from the camp site is not an environmentally sound practice. Tips for port-a-potty use are:

- The port-a-potty can be set on level ground and be used like any other toilet.
- Each person should flush the port-a-potty after every use.
- Port-a-potties should be carried and transported both to the camp site and back to camp as carefully and as level as possible to reduce the likelihood of a spill.
- Upon returning to camp, all port-a-potties should be emptied into the proper receptacle and washed out thoroughly and then disinfected.
- The port-a-potties should then be returned to the equipment storage room along with all other camping gear.

Breaking Camp/Leaving the Site

To make sure that the camping site is in its best condition after you leave; the following final steps should be taken before the group leaves:

- Check to make sure that all personal and camp gear is accounted for.
- If cooking gear is to be left at the campsite for a later group to use, make sure that the gear has been properly cleaned and stored.
- Tents should be packed into tent bags with its three poles, rain-flies, and/or stakes. · Make sure the fire is completely out and that no coals are left smoldering. It is a good practice to dump a bucket of sand or water over the fire site just to make sure it is out. If possible, bury the fire to return the space to its original state.
- Break down the fire ring, and place remaining stores of firewood either in the woods or in a neat wood pile.
- Make sure that cat holes dug for grease are filled in with dirt. Place a rock on top to deter animals from digging up the grease.

- Load all gear onto boats or the bus.
- Make one final sweep of the campsite to make sure that no trash, equipment, or gear is being left behind.
- Make sure all campers are accounted for. Once all gear is properly secured for the trip back to camp and the camp site has been thoroughly checked, the group can head back to camp. · Have a safe trip home!

THE OUTPOST

What Is It?

The Outpost is a satellite property of camp that provides one-week campers the chance to experience camping in the woods. The Outpost will also be available for multi-week groups on availability. The Outpost includes two screened in pavilions, an outdoor oven, and a fire pit. Spending the night at the outpost includes HITW dinner AND breakfast.

Who Will Use It?

The oldest four groups of one week campers (10+ years old)

How Will It Be Assigned?

Outpost Nights will be assigned by leadership staff before the Sunday counselor meeting (similar to HITW)

What Will You Do?

Day of Outpost Trip

- 4:15 pm - Arrive at OLS to get OCK and other cooking supplies
  - Don't forget to stop by the Dining Hall to get pack out meals and water
- 5:00 pm - Take Hayride to Outpost and begin to set up camp for the night (find a sleeping spot, where you will prepare dinner and clean up after dinner, etc.)
  - The oven for cooking dinner will have been heated up earlier by OLS staff
  - If you have down time after setting up camp and before cooking dinner, play a game such as Corn Hole, The Cube, Spikeball, etc.
  - After cooking dinner and you are finished cleaning up dinner play another game if there is still daylight
  - Once it gets dark have a fire with s'mores, sing songs, do some skits, and tell some stories. It is a good idea to have your fire going before it gets too dark to build one. The fire will be the responsibility of the group (With OLS supervision)
  - After you finish with the campfire, counselors can lead vespers around the campfire or in the pavilions. Vesper ideas can be found in your Resource Manual.
  - Prepare for bed and lights out.

Please extinguish your fire prior to going to bed!

Next Day

- 7:00 am - Wake up and begin preparing for HITW Breakfast
- 9:15ish am - Hayride will arrive to transport groups back to camp in time for first activities · Upon arrival back to camp- Campers and Staff will unpack their OLS gear ***then*** personal gear. The first two activity periods will be spent cleaning up gear, showering, tick checks and preparing for the rest of their

day. This should be followed by a dry activity period.

Safety

- Campers and non-OLS staff do not need to be near the oven unless told by the OLS staff in charge
- There will be a clearly marked ash pit in a corner of the Outpost that may contain hot ashes and kids should be kept away from this
- Caution should be used around the fire pit and ovens to avoid burns
- Mosquitoes and ticks are common at the Outpost so tick checks are a must upon returning to camp. Minimize the times the porch doors are open to prevent bugs inside screens. **WEAR BUG SPRAY!**
- You will have a radio to contact camp in case of emergencies

Implications for Staff

- · All staff in a group going to the outpost may NOT take their night off that night o Support Staff are expected to participate and leave with their group on the hayride o The Outpost night should be treated like a multi-week group trip
- · Groups going to the outpost should have a dry afternoon w/OLS at 4:15
  - o They will not be assigned to night activitie
- Staff not in the group at the Outpost should not visit the group staying the night. o Again, the Outpost night should be treated as a trip
- Campers should be kept within the Outpost property and out of the surrounding fields · Make sure that girls are sleeping in one pavilion and boys are in the other
- Staff must sleep in the pavilion with their same gendered campers, and on a separate side of the pavilion than the campers (closest to the door)

Packing List

· Medications from the Med Hut
· First Aid Kit
· Flashlights
· Sleeping Bags
· Pillows
· Toothbrush and Toothpaste
· Bug spray
· Long sleeve clothing recommended
· Closed toed shoes required
· Water bottles
· *It is only 1 night so no change of clothes is needed!

Cleanup

- · At night all food and cooking supplies should go in their proper containers
- · The containers should go under picnic tables NOT in the pavilions
- · Trash should be packed up and brought back to camp to be disposed of
- · The fire should be burned down and then extinguished before going to bed OR leaving o Do not add a ton of wood to the fire right before you go to bed it is a waste of wood. · Wipe down porta-potty when your group arrives and when they leave
- · Put campfire benches into the pavilion before heading back to camp so they are not exposed to the elements.

SWIMMING POOL

Operating Procedures for Pool

- The pool is open and available at scheduled times of the day for use by summer camp groups.
- There can be more than one group at the pool each session. The exact number of groups will be given on the morning schedule.
- No group may stay 2 consecutive hours unless pre approved.
- No one is allowed in the pool area without a lifeguard present. The pool staff will notify both staff and campers when it is time to enter the pool area. All shoes, clothing, etc., should on the picnic tables.
- In all situations concerning the pool, the decisions of the pool staff should be respected. If there is blatant and/or recurring misbehavior or insolence, the entire group will be asked to leave the pool area.

Buddy System

- For the protection of those swimming, the pool operates under the Buddy System. **THIS SYSTEM WILL BE ENFORCED!**
- No swimming is permitted until all members of a group are present and accounted for.
- Each person must have a partner, or buddy, preferably of the same swimming ability. After buddies are chosen, the tags (one for each camper with his/her name) on the Buddy Board are paired and moved to the "In Board" showing the Buddy Pairs together. The tags on the "In Board" indicate the Buddy group is in the pool area.
- If a camper wishes to leave the pool area, (s)he must: (a) notify one of his/her counselors, (b) notify one of the pool staff, (c) take his/her buddy with him/her, and (d) move their Buddy Tags to the "Out Board".
- If a member of the pool staff deems it necessary, they will blow a whistle and call for a buddy check. During this procedure everyone must exit the water, buddies must find one another, and raise their joined hands up into the air. The lifeguard will count the buddy pairs (making sure to double check the "In Board") to assure that all those who are supposed to be in the pool area are accounted for.

Swim Check

- Before anyone (staff included) is allowed in the diving area "Deep End" of the pool, they must pass a swimming test administered by the pool staff.
- The swim test consists of:
  - swimming one length on the front
  - swimming one length on the back
  - swimming one length on either the front or the back
  - treading water for 2 minutes
- If a swimmer fails any one of these items, but displays an adequate swimming ability, the pool staff will use its discretion in determining whether or not he/she will be allowed in the diving area.
- Anyone who does not demonstrate sufficient swimming ability may only swim in the "deep end" while wearing a properly fitting PFD.

Pool Rules

Pool Rules are posted in the pool area and explained in depth during the pool orientation.
They are as follows:

1. Please always BE SAFE!
2. Please No running, pushing, dunking, or horseplay.
3. Please stay out of the diving area while swimming
4. Please look before you leap.
5. Please use the ladders when entering and exiting the pool

6. Please do not block the ladders
7. Please stay off all buoys and ropes
8. Stay quiet and with buddies during Buddy Checks.
9. Please do not pollute the pool.
10. Please return all equipment to its proper home.
11. Please do not sink the floating docks.
12. Jump off the dock only past the blue line.
13. Everyone must have fun!

Leaving the Pool

- When the hour allotted for a group is over, the pool staff will notify both the counselors and campers that it is time to leave the pool area.
- The entire group must leave together.
- Buddy Tags will be separated and taken from the "In Board" and moved over to the "Out Board". Counselors will count the group to make sure everyone is accounted for.
- If for any reason that the group cannot find a member of their group, then the Lifeguards will begin a lost swimmer search while the missing camper's counselor(s) begin to look for the camper in the obvious places (ex. Bathroom, Bathhouse, Dining Hall, Cabin, etc.)

Lifeguards and Lookouts

- Guards must be at the pool 30 minutes before the first swim period (9:30 am), which means 9:00 am.
- Before any group is admitted into the pool area, the rescue equipment must be checked and made ready for the day. The pool area must be cleaned of any possible hazards and trash.
- Guards must be located in an area free of distraction from which they can readily observe and assist any swimming participant.
- There must be a minimum of 1 guard present per 25 swimmers at all times.
- All counselors must stay at the pool area to serve as a lookout, maintaining a ratio of 1 staff for every 10 swimmers. Counselors will receive lookout training during staff development.
- At the end of the day, before leaving the pool area, the Lifeguards must check that all rescue equipment--after appropriate inspection for faulty or malfunctioning parts--is properly stored, all trash picked up, all pool toys put away, and that the three (3) pool entrances are properly secured.
- It will be the duty of the Aquatics Coordinator and/or Head Guard to have at least one in-service training per week that helps to improve the life guards overall skills in but not limited to CPR/First Aid, Lifeguarding skills, pool management techniques as well as canoeing and kayaking techniques.

- **At the Start of Each Swimming Period, the Lifeguards Should…**

1. Make sure all Buddy Tags are accounted for and are ready for the day.
2. Count the number of buddy pairs that are present and relay that information to all other Lifeguards and lookouts on duty. If the Buddy Groups change in numbers, then Lifeguards need to be aware and let the other Lifeguards know the new count.
3. Make sure that all Lifeguards are current in their Lifeguard courses, Basic First Aid, and CPR/AED for the Professional Rescuer

- **At the End of Each Swimming Period, the Lifeguards Should…**

1. Check to make sure all Buddy Tags are properly changed.
2. Verify that the swimming area is void of swimmers.
3. Make sure that each group has all members present.
4. Store all equipment in its proper location.
5. Clear the area of any litter and empty the pool trash cans.

Over-Breakfasts / Over-lunches

- Counselors may sign up for pool over-meals at the Sunday afternoon counselor meeting before each week.
- Over-breakfasts run from 7:30 AM - 8:45 AM.
- Each pool over-meal must have a Certified Lifeguard on duty.

Swimming Emergency Procedures

Drowning or Near Drowning

1. Make rescue and administer First Aid/CPR if needed.
2. Notify the proper authorities if necessary.
3. Staff not directly involved in the rescue need to remove the campers from the pool area. Counselors need to count their campers. If there are any missing campers, the counselors need to inform the pool staff immediately!
4. Lifeguards should send unattached staff member to inform the supervisor, director or nurse.
5. Once the supervisor has arrived on the scene, (s)he assumes control of the situation.
6. Campers may return to swimming after being notified by the pool staff.

Chemical Spill

1. Clear the area of all campers.
2. Inform the director and follow his/her directions.

Natural Hazards

1. Clear the pool of all campers.
2. Remove the hazard (ex: snake, foreign object in the pool, etc).
3. Wait for storm to pass.
4. Re-enter pool only after Lifeguards say it is okay to do so.

Staff Use of the Pool

The camp pool is open to all staff during their time off. In order for a staff person to make use of the pool, two certified lifeguards must be notified and on duty, meaning on the pool deck, not in the water. No exceptions**!**

CANOEING

Canoes are available for use when scheduled through the canoeing instructor. Included are the practices for the Camp Don Lee canoeing program. Boats will be used by participants to learn the necessary skills needed to become comfortable with canoeing. Skills will be progressively taught and applied by campers under close supervision.

Check Out System

1. No canoeing is permitted until all members of a scheduled group are present and accounted for.
2. No canoeing is permitted until all members of a group are advised on instructions for their canoeing period.
3. Upon returning, no canoeing group leaves the immediate area until all members are present and accounted for.
4. No canoe shall be single handed by campers unless so designated by the canoe instructor.
5. Before a camper may use the canoes, they must satisfactorily complete the orientation.
6. Campers and staff must wear Personal Floatation Devices (PFD) at all times when on the water.

THERE ARE NO EXCEPTIONS.

7. All the equipment--after appropriate inspection for faulty or malfunctioning parts--including paddles and PFDs, will be returned to the proper storage area after each use.
8. All canoes will be drained and stored on the racks nightly.

Supervision

- There will always be a minimum of one instructor per 18 campers.
- Counselors will participate in all activities serving as lookouts.
- A certified CPR and First Aid person will be on duty at all times.

Participant Behavior

- Keep canoe under control at all times.
- Prevent canoe contact with objects and other canoes at all times.
- Each canoe should have one person who is assigned its "helmsperson." The helm gives the orders for the canoe.
- No capsizing is permitted in Gatlin Creek.
- When canoeing, all participants will remain in sight of all canoes and instructor.

Over-Breakfasts / Over-lunches

- Staff may sign up for over-meal canoeing activities at the Sunday afternoon meeting at the beginning of each week.
- Over-breakfasts depart at 6:45AM and return around 8:45AM.
- Over-lunches depart at 11:30 AM and return around 2:00 PM.
- Possible trips locations include:
  - Gatlin Creek Beaver Dam/Eagle's Nest
  - Shark's Tooth Point
  - Dawson's Creek

Safety Practices

- All participants must wear correctly fitting US Coast Guard-approved Type III PFDs at all times on the water. No exceptions!
- The instructor should check each boat daily for holes and flotation.
- Canoes will stay within sight of one another and the instructor.
- All participants will wear proper footwear.
- Encourage participants to drink water before trip and during the trip. Dehydration on the creek or river is a problem.
- Groups may canoe into the river if the weather is calm, participants have strong skills, and the instructor determines it safe. In case of thunder and lightning, exit the water at once and wait 30 minutes for all thunder and lightning to pass over.
- Monitor weather conditions and river level to determine trip feasibility.

Canoeing Emergency Procedures

In event of an emergency, follow emergency procedures. As a follow up, Center Director will discuss what happened with campers and emphasize safety precautions. If the rescued individual does not require rescue breathing or CPR, have the Health Supervisor examine him/her. Fill out an accident report form promptly. Have witnesses (2) also fill out a report.

Capsizing

1. All other canoes will stop forward progress and will wait for the flipped canoe to be righted and the participants to get back in the canoe.
2. Using the HI rescue or T or X rescue, as shown by the instructor when going over safety procedures.

Lightning

1. All canoes should immediately head for shore at the command of the instructor.
2. All further water activities will be postponed until the lightning has stopped.
3. If threatening weather develops suddenly during the trip, leave and find shelter. If it starts to thunder, exit the water as quickly as possible. Wait until the storm has passed or until 30 minutes after the **last** sound of thunder. Notify the camp if a respectable delay will occur or if the trip must be abandoned.

Missing Person

1. Find the identity of person by group roll call
2. Contact the Center Director
3. Clear the water and area of campers
4. Conduct grid search of area
5. If the person is not immediately located, continue the search according to the lost camper procedure

Touring

- This refers to long day or multi-day canoe trips. Every instructor on canoeing tours must hold CPR and First Aid certifications, and each should be experienced in group leadership with similar types of equipment and participant populations.
- The ratio should be a minimum of two (2) staff to every ten (10) participants, with the instructors strategically placed in the group for safety.
- Each group will carry a First Aid kit in a watertight container.
- Before leaving, staff will check the maintenance, water tightness, and flotation of each canoe.
- Staff will brief participants on possible hazards.
- Staff will pack canoes so that all equipment is secure and each canoe is in trim.
- Staff should always plan alternate routes, landing sites, pick up sites and camping sites before leaving.
- Before departing from camp, staff must fill out a float plan.
- Upon returning to camp, staff must fill out a trip evaluation.

Staff Use on Weekends

Staff may use canoes on weekends as long as:

- The instructor on duty is notified.
- All participants wear PFDs.
- Canoes stay in Gatlin Creek.
- Staff members use all equipment properly and return it to its proper place.
- Staff members notify the instructor on duty upon return.

KAYAKING

Kayaks are available for use when scheduled through the kayak instructor. Included are the practices for the Don Lee Center kayaking program. Participants are to learn the necessary skills needed to become comfortable with kayaking and will use kayaks. Staff will progressively teach skills to participants and closely supervise their application.

Check Out System

- Participants may not begin kayaking until all members of a scheduled group are present and advised on instructions.
- Before a camper may use the kayaks, (s)he must satisfactorily complete the orientation.

- Teach campers safety practices when using kayaks.
- Instruct campers how to launch and remove kayaks from the water.
- Teach campers how to enter and disembark from kayaks.
- Upon returning, no kayak group leaves the immediate area until all members are present and accounted for.
- All equipment--after appropriate inspection for faulty or malfunctioning parts--including paddles, skirts, and PFDs will be returned to the proper storage area after each use.
- Staff must drain and store all kayaks nightly.

Supervision

- There will always be a minimum of one instructor per ten (10) campers.
- Staff holding CPR, First Aid and lifeguard certifications must be on duty.
- Counselors will supervise all kayaking activities as lookouts.

Participant Behavior

- Keep kayaks under control at all times.
- Prevent contact with objects and other kayaks at all times.
- No capsizing is permitted in Gatlin Creek.
- Remain in sight of all kayaks and instructors.
- Understand the importance of safety around the water and demonstrate proper safety procedures.

Over-breakfasts / Over-lunches

- Staff may sign up for over-meal kayaking activities at the Sunday afternoon meeting at the beginning of each week.
- Over-breakfasts depart at 6:45AM and return around 8:45 AM.
- Over-lunches depart at 11:30 AM and return around 2:00 AM.
- Possible trips locations include:
  - Gatlin Creek Beaver Dam/Eagle's Nest
  - Shark's Tooth Point
  - Dawson's Creek

Safety Practices

- All participants must wear correctly fitting US Coast Guard-approved Type III PFDs at all times on the water. No exceptions!
- The instructor should check each boat daily for holes and flotation.
- Kayaks will stay within sight of one another and the instructor.
- All participants will wear proper footwear.
- Encourage participants to drink water before and during the trip. Dehydration on the creek or river is a problem.
- Groups may kayak into the river if the weather is calm, participants have strong skills, and the instructor determines it safe. In case of thunder and lightning, exit the water at once and wait 30 minutes for all thunder and lightning to pass over.
- Monitor weather conditions and river level to determine trip feasibility.

Kayaking Emergency Procedures

In the event of an emergency, follow emergency procedures. As a follow up, the Center Director will discuss what happened with campers and emphasize safety precautions. If the rescued individual does not require rescue breathing or CPR, have the Health Supervisor examine him/her. Fill out an accident report form promptly. Have witnesses (2) also fill out a report.

Capsizing

1. All other kayaks will stop forward progress and will wait for the flipped kayak to be righted and the participant to get back in the kayak.
2. Using the HI rescue or T or X rescue, as shown by the instructor when going over safety procedures.

Lightning

1. All kayaks should immediately head for shore at the command of the instructor.
2. All further water activities will be postponed until the lightning has stopped.
3. If threatening weather develops suddenly during the trip, leave and find shelter. If it starts to thunder, exit the water as quickly as possible. Wait until the storm has passed or until 30 minutes after the **last** sound of thunder. Notify the camp if a respectable delay will occur or if the trip must be abandoned.

Missing Person

1. Find the identity of person by group roll call
2. Contact the Center Director
3. Clear the water and area of campers
4. Conduct grid search of area
5. If the person is not immediately located, continue the search according to the lost camper procedure

Touring

- This refers to long day or multi-day kayak trips. Every instructor on kayak tours must hold CPR and First Aid certifications, and each should be experienced in group leadership with similar types of equipment and participant populations.
- The ratio should be a minimum of two (2) staff to every ten (10) participants, with the instructors strategically placed in the group for safety.
- Each group will carry a First Aid kit in a watertight container.
- Before leaving, staff will check the maintenance, water tightness, and flotation of each kayak.
- Staff will brief participants on possible hazards.
- Staff will pack kayaks so that all equipment is secure and each kayak is in trim.
- Staff should always plan alternate routes, landing sites, pick up sites and camping sites before leaving.
- Before departing from camp, staff must fill out a float plan.
- Upon returning to camp, staff must fill out a trip evaluation.

Staff use on Weekends

Staff may use kayaks on weekends as long as:

- The instructor on duty is notified.
- All participants wear PFDs.
- Kayaks stay in Gatlin Creek.
- Staff members use all equipment properly and return it to its proper place.
- Staff members notify the instructor on duty upon return.

KAYAKING

Kayaks are available for use when scheduled through the kayak instructor. Included are the practices for the Don Lee Center kayaking program. Participants are to learn the necessary skills needed to become comfortable with kayaking and will use kayaks. Staff will progressively teach skills to participants and closely supervise their application.

Check Out System

- · Participants may not begin kayaking until all members of a scheduled group are present and advised on instructions.
- · Before a camper may use the kayaks, (s)he must satisfactorily complete the orientation. · Teach campers safety practices when using kayaks.
- · Instruct campers how to launch and remove kayaks from the water.
- · Teach campers how to enter and disembark from kayaks.
- · Upon returning, no kayak group leaves the immediate area until all members are present and accounted for.
- · All equipment--after appropriate inspection for faulty or malfunctioning parts--including paddles, skirts, and PFDs will be returned to the proper storage area after each use. · Staff must drain and store all kayaks nightly.

Supervision

- · There will always be a minimum of one instructor per ten (10) campers.
- · Staff holding CPR, First Aid and lifeguard certifications must be on duty.
- · Counselors will supervise all kayaking activities as lookouts.

Participant Behavior

- · Keep kayaks under control at all times.
- · Prevent contact with objects and other kayaks at all times.
- · No capsizing is permitted in Gatlin Creek.
- · Remain in sight of all kayaks and instructors.
- · Understand the importance of safety around the water and demonstrate proper safety procedures.

Over-breakfasts / Over-lunches

- · Staff may sign up for over-meal kayaking activities at the Sunday afternoon meeting at the beginning of each week.
- · Over-breakfasts depart at 6:45AM and return around 8:45AM.
- · Over-lunches depart at 11:30 AM and return around 2:00 AM.
  - o If you are signed up for an over-lunch, be sure to sign up for kayaking during the third session (11:30 AM) on the day of your over-lunch.
- · Possible trips locations include:
  - o Gatlin Creek Beaver Dam/Eagle's Nest
  - o Shark's Tooth Point
  - o Dawson's Creek

Safety Practices

- · All participants must wear correctly fitting US Coast Guard-approved Type III PFDs at all times on the water. No exceptions!
- · The instructor should check each boat daily for holes and flotation.
- · Kayaks will stay within sight of one another and the instructor.
- · All participants will wear proper footwear.
- · Encourage participants to drink water before and during the trip. Dehydration on the creek or river is a problem.
- · Groups may kayak into the river if the weather is calm, participants have strong skills, and the instructor determines it safe. In case of thunder and lightning, exit the water at once and wait 20 minutes for all thunder and lightning to pass over.
- · Monitor weather conditions and river level to determine trip feasibility.

Kayaking Emergency Procedures

In the event of an emergency, follow emergency procedures. As a follow up, the Center Director will discuss what happened with campers and emphasize safety precautions. If the rescued individual does not require rescue breathing or CPR, have the Health Supervisor examine him/her. Fill out an accident report form promptly. Have witnesses (2) also fill out a report.

Capsizing

1. All other kayaks will stop forward progress and will wait for the flipped kayak to be righted and the participant to get back in the kayak.
2. Using the HI rescue or T or X rescue, as shown by the instructor when going over safety procedures.

Lightning

1. All kayaks should immediately head for shore at the command of the instructor.
2. All further water activities will be postponed until the lightning has stopped.
3. If threatening weather develops suddenly during the trip, leave and find shelter. If it starts to thunder, exit the water as quickly as possible. Wait until the storm has passed or until 15 minutes after the **last** sign of thunder. Notify the camp if a respectable delay will occur or if the trip must be abandoned.

Missing Person

1. Find the identity of person by group roll call
2. Contact the Center Director
3. Clear the water and area of campers
4. Conduct grid search of area
5. If the person is not immediately located, continue the search according to the lost camper procedure

Touring

- This refers to long day or multi-day kayak trips. Every instructor on kayak tours must hold CPR and First Aid certifications, and each should be experienced in group leadership with similar types of equipment and participant populations.
- The ratio should be a minimum of two (2) staff to every ten (10) participants, with the instructors strategically placed in the group for safety.
- Each group will carry a First Aid kit in a watertight container.
- Before leaving, staff will check the maintenance, water tightness, and flotation of each kayak. · Staff will brief participants on possible hazards.
- Staff will pack kayaks so that all equipment is secure and each kayak is in trim. · Staff should always plan alternate routes, landing sites, pick up sites and camping sites before leaving.
- Before departing from camp, staff must fill out a float plan.
- Upon returning to camp, staff must fill out a trip evaluation.

Staff use on Weekends

Staff may use kayaks on weekends as long as:

- The instructor on duty is notified.
- All participants wear PFDs.
- Kayaks stay in Gatlin Creek.
- Staff members use all equipment properly and return it to its proper place.
- Staff members notify the instructor on duty upon return.

SAILING

Camp Don Lee is not a sailing camp. Camp Don Lee is a United Methodist Camp and Retreat Center with sailing as an activity. Previously Called Sailing Coordinator, we now refer to the Coordinator of the sailing program and pool / lifeguards and the Waterfront Coordinator.



The Mission of Camp Don Lee is to nurture persons who, motivated by love, will live and practice lifestyles of care for the common good. Don Lee seeks to provide experiences of Christian community where persons are valued as creations of God and helped to understand and appreciate their worth, their relationship to God, to other persons, and to the whole created order.

Therefore, sailing is not an end, but it is a means to work toward our purpose of building communities of care and of worth. It is a means to experience trust and community. It is a means for persons to appreciate the natural world and to find self worth in development of a skill and working with others to provide support and common experience. We hope that whatever experience guests have, they will be able to use that to establish their lifestyle of caring.

As an activity sailing should be experienced at the highest level of excellence. Sailing is a sport, a pastime, and a skill that brings joy and a sense of accomplishment to young and old alike. Sailing at Don Lee should be an experience of high value that includes components on a variety of levels. Sailing is an activity that can be attractive and engaging to every camper and guest.

Operating Procedures for Sailing

Sailboats and equipment are available for use when scheduled by the Waterfront Coordinator and Sailing Program Leaders. Included are practices for the Camp Don Lee Sailing Program which includes the use of Sunfish, Flying Scots and 16' Hobie Cats. Participants may sail boats as soon as they acquire the necessary skills. Staff will progressively teach skills to campers and closely supervise their application.

Check out System

- Before sailing, all members of a scheduled group must be present and advised on instructions.
- Upon returning, no sailing group leaves the immediate area until all members are present or accounted for.
- Each camper will complete a tacking drill satisfactorily before sailing without staff. The camper is then encouraged to sail without staff. However, if staff is available and the camper is not comfortable sailing alone, staff will sail with the camper.
- Campers sailing Sunfish will do so with a buddy: two (2) campers per boat.

Buddy System

Guests and staff that use the sailing area should be accounted for on the buddy board at all times.

- Each person will hang his/her buddy tag on the area of the buddy board representing the type of boat in use.
- If participants leave the area, they must remove their water tags and return them to their group's container.
- Before participation in the activity, camper and guest tags should be paired and flipped so that names are together. Staff tags should have names facing up.
- At the change of periods, any available staff should monitor and remind guests to flip their tags.

Supervision

- There will be a minimum of two (2) staff members starting in a safety boat.
- There will be a minimum of one (1) staff member per ten (10) campers sailing, appropriately distributed in safety boats.
- All available staff will be in the water at the mooring lines to assist campers leaving and returning to shore.
- All sailing staff will be accounted for at all times.
- A staff member certified in CPR and First Aid will be on duty at all times.

Sailing Rules

1. Thou shalt be safe.
2. Thou shalt wear thy life preserver.
3. Thou shalt wear thy river shoes.
4. Thou shalt not drop thy life preserver into the water or sand.
5. Thou shalt not hold thy boom when standing by thy boat.
6. Thou shalt not capsize on purpose.
7. Thou shalt not stand in thy boat.
8. Thou shalt lead thy boat by the bow.
9. Thou shalt secure thy boat properly to the mooring.
10. Thou shalt have FUN.

Safety Practices

- All staff and participants will wear proper footwear at all times.
- Sailing staff will ensure that every sailboat is properly equipped and that all rigging is functional.
- Before a trip begins, the instructor will have developed an itinerary which takes into account any hazards or weather warnings.
- Boats shall sail within sight of one another and the safety boat.
- All U.S. Coast Guard rules and regulations should be followed at all times.
- The sailing rules will be posted and discussed with each group.

Motorboats

Staff assigned to motorboats will be responsible for the welfare and conduct of the participating sailing groups.

- Will assist any person overboard.
- Will assist any capsized boat.
- Will give advice to persons having difficulty sailing and will board the boat if necessary. Will respond accordingly to any abuse of camp property or misconduct.
- Will have knowledge of weather activity and be alert of changes and signs of such.

Motorboats Will Include the Following Equipment

- USCG approved personal floatation device (PFD) for each person on board.
- Fire extinguisher, USCG class B1.
- USCG type IV device (Throw Cushion).
- Signal flares for use during daylight and darkness.
- Sufficient lights and signaling apparatus to comply with USCG small vessel regulations.

- Any other equipment needed to meet USCG safety regulations.

Operation of Motorboats

- The Sailing Program Leadership will designate sailing staff to operate safety boats, as follows (with the exception of emergencies):
  - Staff must have successfully completed safety boat training including Safety Boat Skills (outlined in appendix)
  - Staff must hold NC licensing of operation of a powerboat
  - Sailing staff under 18 years old will always be accompanied on safety boats by a full staff member. In the event that a vessel needs on the water assistance, the minor will always board the vessel, as he/she cannot be on the motorboat alone.
- Any person found to be operating the safety boat in an unsafe manner will be suspended from using the safety boats until the Sailing Program Leadership has released the person from suspension.
- **No campers or guests are allowed on safety boats except in emergency situations.**
- A Certified US Coast Guard Captain is the only person allowed to put guests on safety boats. Boats are to be checked in and out at the beginning and end of the day. It is the responsibility of the opening and closing staff to fill out the "Opening and Closing Checklist". (Appendix 6) Form which must be turned into the Sailing Coordinator or Sailing Program Leadership at the end of each day.
- Any staff member that boards a safety vessel will do a check of its safety equipment. · Staff members will be familiar with right of way rules with other motorboats and sailboats. · Sailing Staff will be trained on refueling of each safety boat and will refuel as needed.

Sailing Emergency Procedures

Getting participants off the water is first priority; abandoning a vessel should be used as an absolute last resort as directed by the Waterfront Coordinator.

- If abandoning the vessel, capsize or anchor the vessel, board the guest on the motor vessel, and head to shore immediately.

If the Waterfront Coordinator cannot be reached, it is the responsibility of the most qualified staff member to make this decision.

Man Overboard

If you are on a sailboat:

1. Yell, "Man overboard".
2. Appoint a watch person.
3. Jibe the boat.
4. Bring the boat downwind of the person and turn the boat into the wind.
5. Bring the boat to a complete stop by the person in the water.
6. Assist the person back into the boat.

If you are on a safety boat:

1. Yell, "Man overboard".
2. Appoint a watch person.
3. Bring the boat downwind of the person and turn the boat into the wind.
4. Stop the boat by the person in the water.
5. Assist the person back into the boat.

Storms

1. All crafts immediately head for shore at the command of sailing staff.
2. If the distance is too great, drop rigs at the command of the sailing staff and implement the towing procedure.

3. If the storm is upon the group with local lightning, capsize the boat at the command of sailing staff.

Missing Persons

1. Find the identity of the person by group roll call.
2. The most senior leadership person available will command the search.
3. The leader will be stationed at the base radio in the Sail Loft. Operations will be carried out on VHF channel 16
4. Clear the water and the area of all campers.
5. The sailing staff will be divided into six search teams:

a. Sunfish Mooring Line Team
b. East Beach Team
c. West Beach Team
d. Pier Team
C. Sailing Center Team

Sunfish Mooring Line Area

1. The sunfish mooring lines will be checked by the grid search method.
2. Close attention will be paid to the areas under the boats and at the painter line areas.

East Beach Team

1. One to two persons will be assigned the search the east beach area, beginning at the pier and continuing to the entrance of Gatlin Creek.
2. Areas to be checked include the following: left side of jetty out into the water, bulkhead and rocks, ramp jetties, mouth of Gatlin Creek.
3. If missing person is yet to be found, report back to the Sail Center for reassignment

West Beach Team

1. One to two persons will be assigned to the search of the west beach area, beginning at the pier and continuing to the entrance of Alligator Creek.
2. Areas to be checked include the following: rocks from pier to the sailing area deck, under the sailing area deck, under the sailing area ramp, beach to the west end jetty, around the jetty in the water, and the entrance to Alligator Creek.
3. If the missing person is yet to be found, report back to the Sail Loft for reassignment

Pier Team

1. Assigned staff will search the pier by interlocking arms and walking from the shore out into the water to the end of the pier.
2. Areas to be searched include the following: from the shore to the end of the pier extending out at least six (6) feet, the entire pier area paying close attention to areas around pylons. 3. If water becomes too deep to walk, a swimming grid search should begin.
4. If missing person is yet to be found, return to Sail Loft for reassignment

Sail Center Team

1. It will be the responsibility of the Sail Loft team to search the following areas: office, in the cabinets, under the work benches in the Sail Loft, in each of the cabinets, and lifejacket storage lockers behind Loft.
2. If missing person is yet to be found, report to the Sail Loft for reassignment

Summer Camp Sailing

- The Flying Scots and Sunfish are available at all times of the day for use by summer camp groups.

It is the responsibility of the group counselors to schedule times during sign-up. On designated days, Hobies will be available for day sailing. Counselors will be notified during sign-ups when that day is available.

- Counselors will follow the sailing check out procedures when bringing their group to sailing. · Once the entire group has arrived, inform the sailing staff that the group is ready for their sailing session.
- If the area is not ready for the group, keep them together and out of the way of other groups coming off the water.
- Counselors will stay with the group to help supervise campers while on land and on the water. This includes active participation in the activity planned by the sailing staff.
- If an emergency situation occurs, counselors will account for all campers and remove their group from the area until further instructions are given from the sailing staff.
- When the group comes off the water, counselors need to gather their group and help them return their equipment properly.
- The group is not to leave the sailing area until sailing staff has accounted for everyone and dismissed the group for their next activity.

Over-Lunches

- Groups may take Flying Scots or Sunfish on sailing over-lunches.
- Counselors may sign up for over-lunches at the Sunday afternoon staff meeting at the beginning of the week.
- Sailing over-lunches depart at 11:15 PM and return at 1:00 PM.

Night Sails

- Night sailing, (sailing done after dinner and before dark), is an activity available at the discretion of the Waterfront Coordinator.

Staff Use of Sailboats

- Sailboats are available for staff during their time off
- Sailing staff on duty must be notified of who and what Is going sailing
- Equipment must used properly and returned in good condition
- Motorboats are not available for use

Trip Orientation

Prior to departing on a trip the Sailing Staff in charge of leading a trip will perform a "briefing" in which all persons involved will be informed as to all pertinent information necessary to safely participate. Topics covered will include the following:

- Safety regulations and emergency procedures applicable to the trip
- First-aid procedures
- Health and sanitation practices
- Restricted areas
- Environmentally friendly practices
- Rendezvous times and places

General Expectations of Staff and Safety while Touring

- All campers and staff are required to wear PFD's at all times while on the water · A trip leader will be assigned prior to departure. This person is in charge of the trip.
- Each group will carry a first aid kit

- No visitors are permitted at a campsite unless granted permission by full time camp staff.

Emergencies while Touring

Notify the Waterfront Director and/or the Camp Director of any emergency situations as soon as possible. Cell phone communication is preferred if possible. If people are in imminent danger then contact the Coastguard immediately. Coastguard monitors channel 16 on the VHF and can be called at 252-745-3131. That is the number for Coast Guard station Hobucken NC.

Upon returning from a trip the following procedures apply:

- A trip evaluation will be filled out and signed by staff on the trip.
- Any equipment will be put back in its proper location
- Damage to boats and equipment will be brought to the attention of the Waterfront Coordinator

V. Off Site

Day Trips

Trip Locations

- Cherry Branch/Minnesott Beach Ferry Rides
- Fort Macon Beach/Fort Macon State Park
- LIT Night Off
- Pine Knoll Shores Aquarium
- Any other time you are off of campgrounds with campers

General Guidelines

The bus will only stop at sites designated before departure and agreed upon by the acting director

General Safety

1. Check and pack all equipment including food boxes.
2. Have a stocked first aid kit, and copies of camper health forms, and signed medical release forms.
3. Complete a pre-trip inspection of all needed vehicles/boats.

Beach Safety Specifics

1. All campers must stay with their group.
2. The buddy system will be used at all times.
3. The campers will be informed of the entire trip plan before departure from camp (including departure, meeting times, and meeting places.)
4. If there is a lost camper, follow the Camp Don Lee lost camper procedure. Campers will be informed that if they become lost to locate a park ranger and notify them of their name, the camp they are from, and the group they are with.
5. All campers will swim within designated guarded areas at Fort Macon Beach. 6. All beach trips must be staffed by two (2) counselors, one (1) lifeguard and one (1) properly licensed bus driver.
7. All aquatic activities will follow guidelines set by Camp Don Lee.

Overnight Trips

Trip Locations

Cape Lookout National Seashore
Camp Lindsey

Clubfoot Creek
Brinson Beach
Portsmouth
Cedar Island Ferry

General Safety and Expectations

1. All campers and staff are required to wear Personal Flotation Devices at all times while on the water.
2. While on the water, sailing instructors are in charge and responsible for the safety of the group. 3. On land, sailing instructors must participate and be involved in the community helping in any way deemed appropriate. This includes helping to set up camp properly.
4. Participants will be briefed on the hazards of and approaches to ocean/lake/river/wind patterns, tidal changes and currents, cold weather, immersion, and capsize danger.
5. Participants will have practiced launching and coming ashore.
6. An instructor will be the first to come ashore in order to assist in beaching participant vessels. Another instructor vessel should assist with timing approaches to the beach and to standby for rescue of capsized vessels.
7. Specialized rescue techniques including rafting, bailing, towing and re-entry will be explained and practiced.
8. Alternate routes, landing sites, and campsites will always be planned in case of sudden changes in wind/weather conditions. Of particular concern are alternate sheltered landing sites. 9. When the vessels are anchored or ashore they will be protected from adverse effects of wind and tide.
10. Each vessel will be checked daily for any needed repair or maintenance.

In the Event of an Emergency

Notify the Waterfront Coordinator and or the Camp Director of any emergency situations as soon as possible. Cell phone communication is preferred. If people are in imminent danger then contact the Coast Guard immediately. **Coast Guard monitors channel 16 on the VHF frequency and can be called at 252-745-3131.** This is the number for Coast Guard Station Hobucken NC.

VI. TRANSPORTATION

General Guidelines

Vehicles are to be operated only by approved Camp Don Lee staff with a valid full driving license. There is an approved driver for our Class A on-the-road vehicles and our Class B vehicles that may only be operated onsite. Approved drivers for class A vehicles must have a current full license, complete an online course, and have a driving record background check. In view of the fact that camp vehicles may be different from a staff member's normal mode of transportation, each driver should be instructed on features of each vehicle (i.e.- standard or automatic, switching gas tanks), and demonstrate skills necessary under supervision before driving the vehicle for work purposes. Completion of this training should be documented on the Staff Training and Experience check off list.

All passengers and the driver should wear seat belts. There should be no more than one person to a seat, and the vehicle should not be over the manufacturer's recommended capacity for safe travel. Operation of vehicle should be in a safe and lawful manner at all times. Vehicles are to assist in job-related tasks only and are not to be used for recreation Campers or staff members are not allowed to ride in the back of pick-up trucks. There should be no reason for anyone to ever ride in the back of any pick-up truck. Guests and staff should only be transported in vehicles designed to carry passengers. Every vehicle used to transport campers and staff should be equipped with a first aid kit and emergency accessories such as a

fire extinguisher, reflectors, maps, cell phone, and flashlight. Each vehicle must carry Vehicle Log book, registration, and insurance information. Guests and campers are not permitted to ride in private vehicles except in a dire emergency.

Loading of Vehicles

- All vehicles will be loaded according to the passenger seating capacity limits established by the manufacturer. It is the driver's responsibility to make sure that these capacity guidelines are followed. As part of their training, each qualified driver will be taught where to find the capacity limits for each vehicle used. Campers and staff are required to wear seatbelts whenever they are available.
- All health information and "Permission to Treat" forms of passengers will be kept by the camp nurse in the Health Center. On off-site trips, health information and "Permission to Treat" forms will be photocopied and sent along with the trip leader.
- On all off-site trips, there will be at least two trip leaders who are able to take into account the age, mental ability, and physical condition of all passengers. At least one staff member shall always be trained in First Aid, CPR, and handling blood borne pathogens. Staff is responsible for monitoring behavior of the guests and performing head counts of the guests as they get on and off the vehicle to make sure all are accounted for. If behavior cannot be controlled, the driver should pull off the road in a safe area and then calmly deal with the situation.
- Passengers should be loaded and unloaded in areas of low traffic. The driver should be aware of uneven ground or other hazards that may be dangerous or hinder the loading and unloading process. All staff on the trip should help with the loading and unloading of passengers and luggage. It's the driver's responsibility to assure that the vehicle is left in good condition after each use (i.e. trash cleaned out, floor swept, windows closed). Vehicles should never be left unattended while accessible to campers or untrained staff.
- No camp vehicle should leave campgrounds without a cell phone.
  - Proper care should be taken to assure passengers with disabilities are secure and safe in the vehicle. Wheelchairs must be secured and fastened inside the vehicle at all times.

Vehicle Maintenance

The vehicle check policy is:

- At the time of each refueling, a check of the vehicle will be made by the driver using the Vehicle Condition Report (VCR) found in the Vehicle Log book. This list is located at the camp fuel area and on each vehicle. Along with the VCR, the driver must fill out the Gas/Oil record found in the Vehicle Log book.
- Prior to transporting guests, the driver is responsible for checking and recording the following in the Vehicle Log book. The driver's initials in the Vehicle Log are required to verify the check has been done.

□ Lights
□ Tires
□ Horn
□ Brakes
□ Mirrors
□ Fluid levels
□ Emergency warning signals
□ Windshield and wiper condition

- At any time a vehicle is driven long-distance, a check using the vehicle list will be made within the first 150 miles or 3 hours.
- Any item found in need of repair will be documented in the Vehicle Log book, and must be put in writing and given to the Maintenance Coordinator at the first opportunity. These items will be repaired before the next trip using this vehicle.

- All vehicles should be checked by the Maintenance Coordinator on a quarterly basis and documented in the Vehicle Log book.

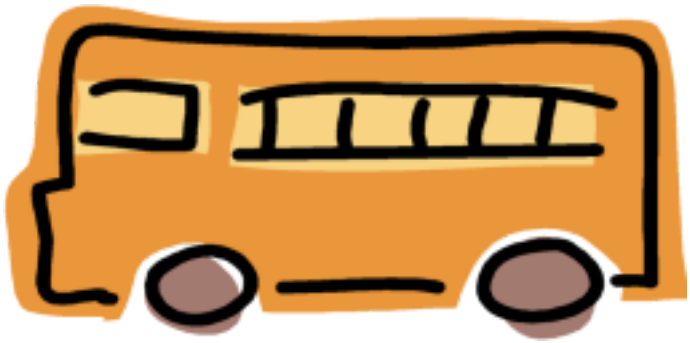
The maintenance and upkeep of all vehicles is the responsibility of the maintenance staff. Recordings of periodic safety checks and service work shall be kept by the Maintenance Coordinator. Any problems with any vehicle should be brought to the attention of the Maintenance Coordinator immediately by the driver.

Refueling

1. Driver must first get approval and the key from the Director or the Maintenance Coordinator.
2. Gas engines must be turned off.
3. Special attention should be paid not to spill fuel or overfill tanks. In the case of a spill, it is the driver's responsibility to clean up the spill and notify the Maintenance Coordinator.
4. All vehicles need to be filled up with fuel upon returning to camp.
5. During refueling, perform the "Refueling CheckList" and make special notes if any corrective action has taken place.

Camp Buses

- Is to be driven only by approved Camp Don Lee staff over the age of 21. Those approved will have a valid Commercial Drivers' License issued by the state and will have completed the road test in our buses.
- Driver's should be briefed, trained, and demonstrate necessary skills on each individual bus before driving with passengers. At the time of each refueling it's the driver's responsibility to perform a pre-trip safety inspection using the Vehicle Log book**.** When the bus comes back to camp, it is best practice to refuel the bus so that the bus returns to camp full of fuel. At all refueling stops the driver is required to do a vehicle check as shown on the vehicle check list.
- All mechanical problems should be documented on this form and given to the Maintenance Coordinator.
- Each trip outside of camp should be documented in the Trip Log found inside the Vehicle Log book.
- The bus will have, besides the driver, at least one support staff on board when campers are being transported. All passengers must be counted, seated, and remain seated throughout the trip. Passengers will remain in their seats until the bus has come to a complete stop. All passengers will keep all body parts and belongings inside the bus. Passengers will be briefed by the driver on bus safety rules (i.e. emergency exits, passenger behavior, etc.).
- Before putting the bus in gear, the horn should be sounded to alert any persons standing in front or behind of the bus.
- The bus should be operated in a safe and lawful manner at all times.
- Highway stops require pulling the bus completely off the roadway, setting the flashers, putting out at least two reflective triangles (one behind and one in front about 150 feet away) Keep all passengers on the bus, unless there is a danger to the passengers by staying on board. In that case all passengers will exit the bus, staying all together, and be kept well off the roadway.
- During refueling, no passengers will be allowed on board. If there are passengers on the bus at the time of refueling, then the support staff will take the passengers off of the bus to a safe and secure location for the time the bus driver needs to refuel and check the bus for safety. · Seat belts, where available, shall be used at all times.



Tractor and Hayride

Tractor

- The tractor is not a toy. It's a tool that is to be driven by approved Camp Don Lee staff only.
- The tractor is classified as a Class B vehicle for Don Lee. Drivers of the tractor must meet the qualification for a Class B vehicle. If used improperly, it could result in serious injury or death.
- Drivers must be thoroughly briefed and demonstrate sufficient skills necessary for unsupervised use. This training should be documented on the Staff Training and Experience Sheet after completion of the Tractor and Hayride Checklist.
- All maintenance problems should be brought to the attention of the Maintenance Coordinator immediately.
- **The tractor uses DIESEL FUEL and should be checked using the vehicle check-list at every fill up.**

Luggage Hauling

- Caution should be used at all times when using the hayride for luggage distribution. · All luggage hayride drivers must be thoroughly briefed and demonstrate sufficient skills necessary for unsupervised use.
- During luggage distribution, the hayride should operate with one side gate on, and one side gate off.
- Luggage should not be loaded over the height of the side and front gate.
- Hayride should be loaded so that it will not fall off.
- **Staff members are not permitted to ride on the wagon during luggage distribution**. · **During luggage distribution, Guests and Visitors are NOT permitted to ride on the hayride.** · It is the staff's responsibility to load and unload the hayride.
- Guests and visitors should be instructed to pick up and leave their luggage in its proper place.

Hayrides

- If possible, hayrides should be pulled by the tractor on-site.
- All hayride drivers must be thoroughly briefed and demonstrate sufficient skills necessary for unsupervised use.
- Hayride speed should not exceed 5-10 mph.
- No one is permitted to stand on the sway bar while the tractor is in motion. · Drivers must drive the hayride route with supervision before driving a hayride with guests. · There should be at least two staff or adults per 16 guests. Staff and or adults should sit closest to the rear of the hayride.
- Guests should be briefed on rules before the hayride moves. They are:
  - 1. No standing
  - 2. Keep all body parts inside the gates

- 3. No throwing hay
- 4. Give a friendly “howdy” to any locals you see along the way.
- Turns require slow speeds and extra caution with a load of guests on the hayride.

Camp Don Lee Traffic Policies

- The speed limit throughout camp is 10 miles per hour. This applies to all staff and guests. Staff members can be given traffic violation tickets, which may result in fines or punishment
- There are designated parking areas in camp. Staff are permitted to park in the areas in front of the Health Center, in the staff parking area adjacent to the Staff House, in the designated parking area behind the Small and Lee cabins, behind the CLC and behind the bathhouse. No traffic should go through the roads in the center of camp while camp is in session. No parking is allowed in front of Barrett cabin and the chapel or anywhere on the same side of the road as the wastewater treatment plant. Please drive around the pool. Visitors can use the provided parking area in front of the Fellowship Hall. Entrances to gated areas must remain clear at all times.
- Vehicles other than those authorized for task-related travel around camp shall not be permitted. Personal vehicles should not be used in the day-to-day operation of the camp.
- Delivery vehicles will be allowed from the front gate to the office or to the back door of the Dining Hall only, unless directed by the appropriate Camp Don Lee staff.

The Procedures to Be Followed in the Event of a Vehicular Accident

- If the vehicle is not a danger, passengers are to remain in the vehicle. If it is a danger, passengers should be removed to a safe area. If the vehicle cannot be removed off the roadway, the passengers will be removed from the vehicle to a safe place where they will be kept together. The campers are to be supervised by staff.
- The driver and/or support staff will attend to any first aid requirements. In the event of a serious injury, the staff will notify the rescue squad (911).
- Flashers and reflective triangles will be set out to protect the vehicle and passengers.
- The sheriff’s office and/or highway patrol will be notified.
- Camp will be notified. All proper lines of communication will be followed. Phone numbers can be found in the Vehicle Log Book. At this point, the Camp Director or their designee will inform the staff on-site of further instructions.
- The safety of campers and staff are the first priority in any decisions made.
- If there has been a mechanical breakdown, not an accident, the driver will follow the same procedure omitting steps “2” and “4” unless instructed otherwise by the Camp Director or their designee.
- If there is an accident on site regarding a camp vehicle that is Class B and another vehicle, the Camp Director will be notified and will make all decisions in this matter.

VII. HEALTH CARE

Hospital/Emergency Facility

The nearest hospital is Carolina East Medical Center, 2000 Neuse Blvd., New Bern, NC. There are primary care clinics that we can use in Bayboro for minor illnesses. The health care assistant, in cooperation with the health care coordinator, can coordinate appointments as needed. We also have had good experiences with telemedicine

Personal Health Care

There is an RN or physician (health care coordinator), center director, and health care assistant on site. The summer staff is trained and certified in basic first aid and CPR and should be the first line of treatment for minor health needs.

The health care coordinator provides emergency first-aid, is responsible for dispensing or overseeing the dispensing medications, is responsible for treatment of accidents and minor illnesses and the records of any such treatment, and helps to ensure that camp is a safe environment.

- · The health care coordinator is a volunteer RN or physician and resides in a room in the Health Center or is available through a designated location or phone. He or she is on-site while campers are at camp.
- · The Health Coordinator is responsible for daily health care.

Healthcare Facility and Supplies

- Staff medications must be kept in the med hut. This is to ensure that medications are away from campers. It is an ACA requirement that medications be stored in a secure facility.
- · The Health Center is located on the right side of the main road across from the Dining Hall, where it is easily accessible to campers and staff. It has equipment for daily examinations, e.g. BP cuff and stethoscope.
- The Health Center is also equipped with a first responder's bag inside for trauma patients, e.g. air splints, EpiPen junior and adult dosages, nebulizer by mouthpiece or mask, peak flow meters.
- The Health Center also houses the AED which is located on the front porch of the Health Center
- There are two bunk beds in two rooms, and there is a separate room for the health care coordinator/nurse.
- **All medications will be kept in the medicine cabinet, which will be kept locked when not in use.**
- Medicines that need to be kept refrigerated will be kept in the locked box in the refrigerator in the health center. All the general supplies needed for treating minor illnesses and accidents are available in the Health Center. Ongoing inventory and re-supply of needed items is under the direction of the Health Coordinator.

Health Records of Campers and Staff

- Each staff member completes a health history in WorkBright on boarding system. Any health concerns or medication concerns that could impact ability to perform job duties should be discussed with the director or health care coordinator.
- Staff will receive a health screening upon arrival at camp by a health care provider or with instructions from a healthcare provider and conducted by full time staff. We will check for observable evidence of illness, injury or communication diseases or condition, verify health form is complete. Check to see if there are any updates or changes in health status or special needs that might require follow up. A Covid test may be administered as part of the screening process.
- All campers' parents provide an extensive health history in Ultracamp registration system. As a staff person, if you have questions or concerns about a camper, please contact a full time staff member.
- Notation is made in a bound log of all treatments rendered at the Health Center. This notation includes time, camper or staff name, and treatment or medication administered.
- For all accidental injuries sustained at camp, an accident report is filled out and filed with the Camp Director. Guests are screened prior to departure and upon return for all multi day trips.
  - If an employee is injured on the job, a report must be filed immediately, even if you don't think the injury is serious. A full time employee must be notified of the injury immediately.

○ If there is an accident or situation where a camper or staff is significantly injured or property is damaged, an incident report must be completed.
● Health records of staff and campers are stored. Although we do not fall under HIPPA law, we do aim to protect the privacy of campers and staff regarding health concerns as much as possible. Please remember this during the summer, we can only share health information about campers as needed.
● Our health records are kept for up to 2 years for individuals over the legal age of 21 years old. The health logs and accident/incident forms are kept permanently.

Health Screening

The Health Coordinator does screening of campers during camper arrival for their session. This includes temperature, checking for observable evidence of illness, injury and/or communicable disease or conditions, such as lice. All medication and dosing information is collected at check in for the duration of the camper's stay and the health care coordinator discusses with parents any special considerations or need for follow up. A screening is conducted under supervision of the healthcare provider of each camper arriving. Covid testing may be administered as well.

Notes are given to the counselors concerning medication needs of the campers in their group and/or any specific allergies or other concerns. Campers who become sick before a trip are screened to see if the camper is able to go on the trip. Post-trip screening is done if the camper or counselors believe it is necessary for the camper or group.

● The following steps occur during screening upon arrival at camp:
○ The camper must have completed a health history which is signed by parents electronically in Ultracamp.
○ Screening of all campers is completed on arrival for their session occurs within 24 hours of arrival at camp.
○ Evidence of illness, disability, or communicable disease is observed by the Healthcare Coordinator.
○ Review of health history form for current medications, dietary restrictions, allergies, and physical limitations

First Aid

First Aid Supplies

First aid supplies are kept in the Health Center. First aid kits are in all cabins, the kitchen, the back office (Office Two), staff house, in the sailing center, archery, crafts, at the canoe dock, at the EE building, at the pool, CLC, all motorboats, in all vehicles, and in the garage. All First Aid kits include the following: packs of regular and oversized band aids, pack of splinter removal aids, 2 rolls of gauze, a roll of aquatic first aid tape, gauzes (2x2, 3x3, 4x4 pieces), pack of antiseptic wipes, bug bite/sting swabs, an instant cold compress, triangular bandage. If your First Aid kit is low on supplies, it is staff responsibility to let the health care assistant know of the need to re-supply.

When you treat a camper or staff member with first aid, complete the documentation slip of paper that you will find in the first aid kit and place it back in the first aid kit. EVERYTHING must be documented. The healthcare coordinator will periodically check the boxes and collect them.

Please do not send campers to the health center for minor cuts and scrapes can be handled by you. First aid situations you are not comfortable handling are sent to medhut. Thank you!

Emergency Medical Care

The Healthcare Coordinator gives emergency medical care. Emergency transportation is either by camp vehicle or by Pamlico County Rescue ambulance, if necessary. If an ambulance is called, full time on duty and leadership should be notified so they can assist in getting the emergency vehicle where it needs to go

on property. Standing orders are on file in the Health Center. Staff members have been trained in First Aid/CPR. Health Forms are carried to the doctor's office or emergency room. Accident reports are filled out and placed on file. Parents/guardians or emergency contact persons are notified by phone when a camper is ill and needs to stay in the health center overnight, or is seen by a doctor for illness or injury during their time at camp. If we cannot reach by phone, we will send an email to the parent asking them to telephone us and/or ask the camper if they know the best way to reach their parents.

Daily Medical Care

- The camp director designates the Health Coordinator to dispense all medication (prescription and over the counter) to campers at times requested by the parents (at meal times or another specified time). Daily medical care is given day or night when needed. Standing orders for medical care are on file in the Health Center.
- Medications are kept locked and dispensed by the Healthcare Coordinator following parents' and physicians' instructions, or with the healthcare coordinator supervising the health care assistant. OTC medications are given as needed to campers and staff based on assessment from the Healthcare Coordinator.
- We will provide secure refrigeration for camper and staff medicines in the health center. **Each time a medication is to be given, the designated person will check the medication log and the medication label for the "5 R's"**

1. Right person
2. Right medication
3. Right time
4. Right dose
5. Right route of administration (e.g., oral by mouth, topical on the skin, etc)

- The person responsible for administering the medication must observe the camper as they take the medication.
- The camp will maintain a medication log with the date, time, and amount taken, and the initials of the person administering the medication each time it is given.

Communicable Diseases

The overnight camp setting requires special considerations be given to communicable diseases. Decisions are based on recommendations from the healthcare coordinator, the American Camp Association and the local health department. Lice, strep throat, Covid-19, flu and other contagious illnesses will be handled promptly with the best course of action for the camper, staff member and safety and well being of others.

Covid 19 and flu present challenges and treatments are limited. We will follow state guidelines and our own best practices if cases present, to keep camp safe and healthy.

Sanitary Procedures to be Followed When Dealing with Medical Waste and/or Body Fluids

1. Universal precaution requires that all human blood and body fluids (this includes fecal matter) be treated as if it is infectious. Injuries involving blood should be managed so as to minimize direct contact of the caregiver with blood.
2. All campers should be expected to take care of or assist with their own minor cuts and scrapes under the supervision of a staff member. Counselors will provide them with supplies and training in their use.
3. Staff shall wear latex gloves when working with persons where there may be exposure to body

fluids (this includes fecal matter).
4. All first aid kits contain latex gloves as standard equipment. Gloves will also be kept in first aid kits. Locations are listed above.
5. For cleanup involving blood and/or body fluids, a freshly prepared solution of dilute household bleach should be used as a disinfectant (also use for rinsing mops). Use ¼ cup of bleach to one gallon of water that has been allowed to stand for 20 minutes. Soiled bedding or clothing will be immediately laundered in a disinfectant solution at the camp laundry. Contact leadership staff for assistance.
6. Staff should notify and log with the health center ALL incidents that involve contact of body fluids of other persons at camp.
7. All collectable medical waste and/or body fluids should be disposed of in a biohazard bag.

Role and Responsibilities to Summer Staff in Routine Health Care

Prevention and Protection

- Pay attention to the general wellbeing of your campers.
- Make sure campers are properly dressed and equipped for activities.
- Monitor the need for sunscreen. It is staff's responsibility to make sure campers are applying sunscreen every two (2) hours.
- Enforce shoe-wearing rules.
- Pay attention to the eating habits of campers. If a camper is not eating or drinking, let leadership know.
- Observe daily rest periods.
- Insect repellent should be applied to campers when in the woods. We do spray for mosquitos in the HITW area, however, campers and staff should use insect repellent to stay healthy and safe. Campers that appear to have a reaction to insect bites should wear it, especially in the evenings during outdoor activities.

Personal Hygiene

- Take time after activities for the group to wash hands before all meals. This will minimize the spread of illness.
- Campers and staff should shower daily. Shower schedules for groups are provided. · Campers must wash their hair at least once during the week.
- Campers must brush their teeth at least once each day. Twice is preferred.
- Supplies for campers experiencing their menstrual period are available from the health coordinator.
- Have campers check for ticks, especially if they have been in the woods..
- Carry the necessary supplies on trips to properly deal with bathhouse needs and procedures.

First Aid and Medications

- Universal precautions are to be observed.
- First aid is administered as needed according to American Red Cross training. · Report immediately any health care situation that requires attention beyond first aid treatment to the health coordinator.
- Complete the appropriate accident reports and make sure any treatment is recorded in the medical treatment log via the slips in the First Aid kit or notification of the med hut staff.
- Make sure those campers with daily medication needs go to the med hut at the correct times to get their medicine. .

Care for Bed Wetting

- Attempt to provide an opportunity for campers to go to the restroom just prior to bedtime.
- Do not make a big deal about bed-wetting.
- Inconspicuously use the camp washing machine and dryer to take care of the sleeping bag, bedding, and night clothes.

- Clean the mattress with disinfectant/deodorizer solution.
- Notify leadership who can notify housekeeping.

Care for Homesickness

- Prevention is important
  - o Close supervision and attention are very important in the early evening.
  - o Listen to campers in order to detect or discern their feelings.
  - o Be enthusiastic about camp and what's ahead for the group.
- Treat homesickness as a real ailment. Our emotions can affect our whole body. · Listen to expressions of homesickness compassionately.
  - Ask probing questions to help children articulate feelings.
  - Do not make promises (i.e. you can go home, you can use the phone)
  - Help child focus on activities in the schedule that they look forward to.
- If a camper requires closeness at night, sit or stand by a camper assuring them calmly.
- Do not get in their bed or put them in yours.
- Talk with them gently, maybe even read them a story.

Campers With Serious Social-Emotional Challenges

- Notify your supervisor when campers with emotional problems disrupt the small group family life.
- Your supervisors want to help you create a successful experience for the entire group.
- All staff working with campers needs to deal with this circumstance in a consistent manner.

Supervision of Overall Camp Practices

Camp cleaning is a community effort. Camper groups are assigned capers that include trash pickup, sweeping and straightening of common areas, and their cabins with assistance and direction from their staff. Cabins are inspected daily and if there are concerns, groups are sent back to clean. Bathhouses, dining hall, campus bathrooms are cleaned and sanitized daily by camp staff. . Out of camp trips are supervised by counselors and support staff. Each program director is responsible for keeping the activity area clean and free from hazards.

The Camp Director, in cooperation with the Dining Hall manager, supervises food services, facilities, and staff.

- All eating and drinking facilities are cleaned and sanitized after usage.
- All kitchenware and food contact surfaces are cleaned daily. All utensils, food contact surfaces, and equipment used in the preparation, service, display, or storage of potentially hazardous foods should be cleaned and sanitized prior to each use.
- Non-food contact surfaces of equipment shall also be cleaned daily.
- All waste, food, and non-food items are placed in leak-proof, non-absorbent containers (i.e. plastic bags) and then placed in dumpsters for removal from site twice weekly. In response to our care for the earth, we have established a recycling system for corrugated cardboard (one dumpster) and mixed recyclables (another dumpster)
- More information will be shared on recycling at staff training.

All clothes used by the kitchen employees shall be clean. No employee of the kitchen that has a contagious or infectious disease is allowed to work in the kitchen. Kitchen staff should keep their hands clean at all

times. Kitchen employees are not allowed to smoke or use tobacco in any form while working or inside any building. While engaged in food handling operations shall adhere to the following: caps, hairnets, or headbands should be worn when working with food.

All medical sharps are disposed of in a specially designed receptacle at the Health Center. All other medical wastes are disposed of in leak-proof, non-absorbent containers.

Staff and campers are responsible for cleaning and sanitizing equipment, it should then be stored so as to drain dry and be protected from splash, dust, or contamination.

C**are on Off-Site Trips**

Counselors or attending staff members may implement routine or emergency health care away from the camp health facility. A health care trip leader is assigned for each trip and that staff member is responsible for the dispensing of medication to campers. Staff should be prepared to offer basic first aid on trips and additional supplies in First Aid kits are provided for overnight trips

Any medical condition requiring treatment beyond the scope of basic first aid is referred to the camp Health Coordinator, Waterfront Coordinator or Camp Director by phone or personal contact, and treatment is then continued according to the camp Health Care Plan. Upon returning to camp, counselors for the group report to the Health Coordinator concerning incidents or accidents occurring on the off-site trip. These occurrences are physically followed up by the Health Coordinator as necessary and are recorded in the medical log.

When preparing food on trips, staff and campers are responsible for cleaning and sanitizing equipment, it should then be stored so as to drain dry and be protected from splash, dust, or contamination.

Special Considerations for User Groups/Retreats

- User groups are responsible for their guests' own medications. Don Lee Center will provide information about safe and recommended methods of storing and dispensing medication. We will provide secure storage for those requesting it.
- We will provide locked refrigeration for user groups requiring medication that needs to be kept cool. User group is responsible for dispensing and keeping secure all medicines brought with them to camp for their retreat or field trip.

Provisions for First Aid Supplies

First aid kits are sent out on all overnight trips. They are replenished with supplies when returned. All first aid kits distributed throughout the camp (locations are described in VII. of Health Care Plan) are restocked as needed. It is the responsibility of the counselor or program area director to notify the Health Coordinator when kits need supplies.

VIII.EMERGENCY PROCEDURES

No two emergencies are the same. The various steps and suggestions outlined in these procedures

represent the Center's guidelines. Your own good judgment should be the final authority until you are able to contact assistance. The safety and wellbeing of the guests and staff ALWAYS comes first.

Missing Person Procedure

On the first day of the session, review with campers what they should do if separated from the group. Please follow these steps if you have established 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 state of mind of the camper. Were they depressed or angry or threatening to run away? Did he fall behind on a hike, or leave to visit a friend in another group? 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 camper, see that another staff member supervises them.
4. Give a full report of the day's activities and possible location for the camper.
5. Have a Staff person in the appropriate program area alerted, so that a missing camper
6. search can be done in that activity area
7. Check any known accomplices. (Friends in other cabins, etc.)
8. Check bathrooms, dining hall, the cabin, and a friend's cabin.
9. 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 10 minutes, the camper will be presumed lost. Secure the missing camper's cabin. The camp director will institute a public search that will include contacting the sheriff's department, camp office, and camper's parents at director's discretion.
10. Do not ignore the remaining campers. Be calm and positive. All programming should proceed as normal. If needed, acknowledge their fears and move on to some activity.
11. A grid search is made of the immediate camp area. All available support staff report to the area determined by the camp director.
12. Local Sheriffs (with search dog) and/or U.S. The Coast Guard will arrive. No Secured cabin should be available to these persons to provide traceable scents.
12. Search continues until the camper is found, as directed by the Center Director and/or local emergency management coordinator.
13. Complete an incident report and any other reports requested.

Intruders

1. All visitors MUST report to the office upon arriving on camp property and be properly checked in with an identifiable name tag.
2. An intruder includes 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.

a. Be observant as to the make, model, and license number of the car.
b. Intruders should be questioned to ascertain who they are and why they are here. c. Do not antagonize the intruder.
d. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave.
e. Camp Don Lee is private property and not open to the public.
f. Make sure that the person leaves the site.

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

4. If the person seems threatening in any way, do not approach them or take any chances. Remove yourselves and the campers from the area, notify the camp office of the person's location. Notify the camp office or on-duty leadership staff immediately of any intruders. Complete an incident report if necessary and any other reports requested
5. Staff members should follow the intruder if he refuses to leave and begins to move in the direction of campers (i.e.: towards the cabins or a group out on campus).

At NO TIME should a staff member attempt to interfere with the movements of a trespasser. It is simply their responsibility to locate the intruder.

- It is important for the staff member to be able to describe the person's appearance. They should notice general features such as hair and eye color, height and weight, as well as any distinguishing marks such as tattoos and/or scars.
- If you see 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.
- If this happens, the staff member who discovered the intruder should send another staff member to notify the Camp Director or one of the Administrative Staff.
- All affected staff members should be alerted as to the person's presence.
- If the person refuses all requests for them to leave, the Camp Director or one of the full time staff are to call the Pamlico County Sheriff's Department and relay all available information. Do campers really know who is unfamiliar? If you are off camp property, and notice a person behaving suspiciously or inappropriately near you and the campers and you cannot leave the area quickly, keep a staff member with the campers while two other staff members go to notify the on duty leadership staff. Use your best judgment and if necessary, call the police.

The staffs' primary responsibility is to their safety and the safety of Don Lee Campers. The staff members are directed to avoid any physical contact or confrontation with any intruder they discover.

During each staff training, the above Intruder Procedure should be gone over by the Leadership Team; all staff must be in attendance.

Kidnapping

DO NOT ALLOW ANYONE TO REMOVE A CAMPER FROM CAMP WITHOUT PROPER ID

- Under NO condition may a camper be removed from camp without the permission of the camp director. Staff will refer any visitors (stranger or known) to the Director.
- The Director will verify this written instruction if someone comes for a camper. 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. 4. 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

Fire

- Dial **911** to reach the Arapahoe Volunteer Fire Department (All calls go through the Pamlico County Emergency Management system.)
- Appoint a staff member to wait by the camp entrance for the emergency vehicles to arrive and direct them to the site of the fire.
- Personally take charge of the safety of campers and staff. Take particular note to account for all guests and staff. Be sure to keep them from danger in the fire and away from fire fighting equipment.

Police

- Dial 911 Pamlico County Sheriff's Department
- Call police for intrusion by unwelcome guests, or wild animals.
- Call after one hour of the Lost Camper procedure.
- Call when any situation is out of our control.

Animals

Camp Don Lee has many wild animals including bats, raccoons, feral cats, foxes, and sometimes bears. Any mammal can become infected with rabies, and humans can become infected with rabies if they are exposed to rabid wildlife. Never try to approach, handle, feed, pet, or rescue wild animals. Picking up trash, keeping the lids on the big trash cans, keeping cabin doors closed, and communicating any screen Repair needs to full time staff are ways in which we can keep wild animals away from the cabins.
If a camper or staff member is bitten by any animal, the following steps should be taken:

1. Clean the wound out well with soap and running water for 15 minutes
2. Call the nurse to inform them of the bite
a. Inform them of the location of the animal and a description of the animal in addition to
b. the condition of the bite
3. The nurse will inform the Center Director of the bite and arrange for the person to be taken to
4. the doctor
5. Do NOT try to catch an wild animal
6. The Center Director will contact animal control and the Pamlico County Health Department

Pamlico County Animal Control: 252-745-3203
Pamlico County Health Department 252-745-5634

Any bite from a wild animal must be reported to the Center Director, Pamlico County Animal Control, and the Pamlico County Health Department.
In the absence of the director, the nurse or other full time CDL staff will file the report.
For questions related to rabies control and prevention, the N.C. DHHS Public Health Veterinarians can be contacted 24/7: 919-733-3419

Medical Emergencies

In the case of an emergency with possible loss of life or limb call 911 immediately. Then contact camp director immediately.

To Transport Anyone to the Hospital
1. Send medical form and camper insurance information.

2. If possible, a nurse should accompany.
3. Call 911 if needed.

Snake Bites
****For venomous snake bites, do not waste time.**

1. Notify camp leadership or full-time staff of the bite
2. Approved driver should gather bitten person into camp vehicle with bitten limb elevated
3. above heart level
4. Contact 911 and inform them you have a venomous snake bite and the car you are traveling in towards the hospital so they can escort you to the hospital If present, the nurse will take complete charge; otherwise, the staff member overseeing the camperwill direct.

Call Doctor or ER before transporting.
Dial 252-633-8104
Craven Regional Medical Center Emergency Room

Tornado Watch
When weather advisory is issued for our area, the following steps should be taken:
- All water activities will be halted.
- A visual watch is required of all staff persons.
- In the event of an actual storm, all campers and staff will be housed in the Dining Hall until the danger has passed.
- The Director will be in complete charge during this time.
- Any transportation of injured will be done by normal procedures after all danger of storm has passed.

Hurricane
- All boats should be removed or secured
- All loose objects shall be secured
- All water storage vessels shall be filled
- The pool shall be set into a draining position
- If notice of storm is more than 24 hours away, an evacuation by parents shall be performed
- If not, all persons shall go to the Dining Hall
- All non-essential power and gas supplies will be shut off
- Transportation of any injured will done by normal means after all danger of the storm has passed
- No outside repairs will be attempted during the storm

Electrical Storm
- Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hill tops.
- Seek shelter under a low clump of trees, in a building, or automobile.
- All staff members and campers must get out of the water until the storm has passed.

Acts of Terrorism or War
- The possibility of disaster here is so varied that an exact response to every possible situation does not exist.
- Under the direction of the Pamlico County Emergency Management, we will follow a response appropriate to the situation.
- The choice to evacuate or to shelter will be determined by the situation.
- The choice to seal up shelters with plastic will be determined by the nature of the attack.

- We will attempt to call families of all guests to alert them of our actions if possible. We will establish a hotline message with information release on **800-535-5475 ext 34.**
- If phone service is lost, we will be limited to whatever means we can provide through public information sources.

In the Event of a Shooter

1. Seek cover at once inside a building if possible.
2. Lock or secure that building if possible.
3. Do not move and stay down on the ground.
4. Wait for an all-clear signal from law enforcement before leaving the building or moving around Camp.

Firearms and Weapons

We have no need for firearms on the site, so firearms are not permitted on site.
Any firearm brought onto the sight by a staff member, guest, or contract employee must be kept under full lock and key and stored out of sight of guests with the permission of the Center Director. Don Lee Center reserves the right to restrict the bringing of any weapon on to the site. There are no concealed or non-concealed weapons permitted on the site except by proper law enforcement officers.

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 with your instructions to campers and staff. Use a 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 victim. 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.
7. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where was the staff? Camper? 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.

Off-Site Emergencies

- 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.
- 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.
- Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the camp director.
- 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.
- 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.
- Contact the child's parents only if you have authorization from the camp director or health care Supervisor. If you are a Secondary Staff Member at the Scene: Campers' Safety is First!
- Quickly and quietly follow the directions of the person in charge of the situation.
- Do not panic; remember, you must set an example for the campers at the scene.
- Offer advice only if you are more knowledgeable about the incident or you are asked.
- Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials.
- Assist in preparing reports as needed.

Waterfront Emergencies

General Guidelines

- The buddy system is used at all aquatic activities. The buddy board is also used at the pool and sailing areas.
- "Buddy checks" need to occur at least twice during each aquatic activity period.
- Waterfront staff and watchers should have periodic rehearsals of aquatic rescue procedures.
- In the event of an aquatic emergency, the waterfront staff member with highest qualification/position shall be in charge.

At the Pool: Near-Drowning

- The lifeguard signals a long blast on the whistle. This signal alerts other pool staff and watchers that it may be necessary to clear the pool and put rescue procedures into action
- 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.
- Lookouts and additional guards signal all campers and staff to leave the water and the pool area.
- The lookouts/counselors will supervise the campers.
- One counselor will be asked to report immediately to the office 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.)

At the Pool: Lost Swimmer

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

1. A whistle is blown for a "buddy check." Everyone immediately gets out of the water and a a recount of swimmers is immediately taken.
2. 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, and then check the 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 Creek: Capsized Canoe
1. Campers must be instructed the first day 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 and talk through the process with the canoer.
3. If the campers are unable to maneuver the canoe to safety, a staff member should canoe next to the campers and assist them.

At the Creek: Lost Canoer
1. Campers are not allowed to swim in the creek. In the event that a camper has capsized his/her canoe or fallen into the creek, follow appropriate rescue techniques. If a camper is missing:
2. Remove everyone immediately from the creek or river and onto the shore while a recount is quickly taken.
3. Counselors take campers away from the water and inform the office of emergency details.
4. Waterfront staff scans the creek area until other help arrives.
5. The administrative staff contacts other staff members and proceeds to the water 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.
6. A designated 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 pool, 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.
7. The search continues until rescue authorities arrive, take over, and direct the staff on their duties.

Signals and Notification

In case of an emergency, blasts of a horn will sound. Contact the administrative staff to let them know you've heard the signal and to receive any instructions.

When the Horn 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 a designated area. Walk on the side of the road facing traffic. Leave room for vehicles to pass. Upon arrival, do another head count and report the number of campers and staff present to the person in charge. Keep the campers quiet and calm and wait for further instruction.

If the situation prevents you from reaching the area, use good judgment. Stay put so an administrative staff can reach you OR exit quickly, using the safest route, to the nearest road. Wait at the road for assistance.

If possible, bring the cabin first-aid kit. Staff members without camper responsibility will carry out their assigned tasks.

Emergency Media Plan

In the event of a major emergency, the media will immediately appear on the scene or call by phone. It is important to be prepared. All inquiries from the media should be referred to the Director. No staff member should speak to the media unless authorized by the director. The camp has the responsibility to provide accurate information to the public, but through the spokesperson only.

1. In all situations, the camp office will serve as information headquarters.
2. The camp phone lines need to remain open at all times.
3. In all situations, the Director will be the official spokesperson for the camp. In the event that he/she is off site, then messages will be relayed to the person in charge to be given to the media.
4. The director will prepare a brief factual statement to release to the media as soon as possible following an emergency. The statement should include location, type of incident, when it occurred, and whether it involved adults and/or children. Do not give the names of persons involved until families have been notified.
5. A longer, more detailed release will be prepared by the Director and the Executive Director of NC United Methodist Outdoor and Camping Ministries, Inc. Copies of the release will be distributed to all U.M. pastors, Board of Directors members, staff members, and all parents of campers attending that session of camp. It will also be available for public media release.
6. Staff members will be directed to release only information included in the news releases and not to speculate about the incident to others. Questions that go beyond the release information should be referred to the camp director.
7. Access to campers and staff by media will be with permission from the director only. This is to protect other campers and staff who may just have been involved in a traumatic event.

Lines of Communication

In the event of an accident or emergency involving campers or staff, the following lines of communication need to be followed:

1. The counselor or program director at the accident site should follow established procedures for the given emergency in terms of first-aid, search and rescue, and group diversion. The camp Nurse should be called to assist in medical determination if the situation requires. If away from camp, emergency medical assistance may be called as described in the trip plan information for the given area at the time.
2. The staff member should then notify the Camp Director 252-249-1106 ext 23 or administrative staff regardless of time or place. Notification can be made in person, by telephone, or VHF radio. Runners may be used, but should be directed to involve as few persons as possible in spreading news or information at this point.
3. Once the Camp Director has been notified, he/she will take charge of the situation from that point.
4. The Camp director or Nurse will notify emergency services if needed. Numbers and people to be contacted are available by the phone.

5. If the emergency is off-site, the Camp Director will either go to the site or will direct someone to take charge at that point.
6. Parents are entrusting the Camp with their most precious loved ones, their children. It is the camp's responsibility to keep the parents informed of the wellbeing of their children and to provide as much support as possible.
7. If there has been an accident or emergency not resulting in death, then contact with parents will be made by the Camp Director or the Camp Nurse. This phone call should be placed as soon as possible following the incident and initial treatment has been provided. Parents should be contacted anytime emergency medical treatment is provided by a physician.
8. Care should be taken whenever contacting the parent so undue alarm is not caused. However, all facts pertaining to the situation should be presented.
9. In the event of death, great sensitivity and judgment is required. Director will notify the Executive Director of Camping of situation. If unavailable for more than a few hours then the The Chairperson of the Board of Directors should be called. If both are unavailable, then the The Director of the Conference Council of Ministries will be called. After that, the Camp Director will need to proceed using the best judgment possible.
10. Together they will determine by whom and how the parents will be notified.

Considerations Will Include

● Use of the local U.M. Pastor in the family's area.
● Personal contact by the Executive Director, Board Chairperson, or Camp Director.
● Person making contact should be prepared to stay as long as needed, be briefed on the accident in order to be supportive, but not discuss any responsibility for the incident with the family.
● Contact with parents should be made before any release of names and should be done as soon as possible.
● All parents of every camper in camp should be notified by telephone concerning what has Happened.

In the Event of a Major Emergency or Natural Disaster

1. All parents should be contacted immediately and informed of their children's welfare.
2. Parents should then be informed of any evacuation procedures that are necessary.
3. The established system of the phone notification plan will be used whenever a great number of parents must be contacted in a short period of time.
4. If it is necessary to immediately evacuate the camp, campers will be divided by groups and moved to a safety zone.

Release of Campers

Parents have entrusted us with their most precious possession – their children. We must do all we can to provide them the best care while they are our responsibility. Therefore, the following guidelines are intended to avoid any problems on visiting days, incoming or outgoing days, etc.

1. All campers are to be released only to an authorized person. Parents/guardians must complete and sign a form authorizing release of the camper to anyone other than the custodial parent or legal guardian. Identification will be required for release of campers to any authorized persons.
2. Authorized persons are to be directed to the camp director or assigned staff member to sign their camper out.
3. If a custodial parent requests that a camper not be signed out to a non-custodial parent, there must be a copy of a court order on file. Legally we cannot hold a child from a parent.
4. When a last-minute change occurs in who will be picking up a camper, the new instructions are to be verified with the camp director from an authorized person.
5. No camper may leave camp at any time without prior authorization from the custodial parent and the camp director. Documentation must be in writing and accompanied by a copy of the parent's ID.

No-Shows/Absentees

To be certain that campers have not unexpectedly disappeared, the following procedures will be implemented if a camper does not appear at a pick-up point or at camp when expected:

- Resident camp campers who are registered for resident camp sessions are expected to arrive within the designated time frames for camps where parents are dropping off.
- Calls will be made to parents/guardians and/or emergency contacts to determine if/when absent campers will be brought to camp.

Utility Failure

Water

Our precious resource! Our camp has a self-contained water system. When it fails, we have serious problems. Because of the limited supply, practice conservation and teach the campers to restrict the amount of water they use, too.

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 a problem. Immediately notify the camp office if you suspect a problem. If a major leak/break in the line were to occur in your area, shut off the water as instructed.

Electrical Problems

All electrical issues should be reported in writing to the Maintenance Coordinator or the Administrative staff. Any immediate emergencies should be reported ASAP to a director.

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.

Electrical Fire

Sound horn and divide duties. Assemble and evacuate all campers, notify directors. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.

Downed power lines
Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

Reporting and Documenting Incidents

It is our desire to avoid and prevent incidents and situations that present serious risk of injury or death to guests or staff. To aid in correcting situations that lead to this risk, it is the responsibility of Members of the Program Leadership Team to be certain that an Incident Report is completed by any and all staff members for all incidents that result in injury, physical or emotional, to any staff member or guest. Reports should also be completed for any incidents that resulted in near injury or serious danger. These reports should include complete information of the situation including any witnesses, participants, and possible causes.

Incident Reports should also be completed for situations that result in damage to facilities or equipment in excess of $500. All reports should be turned into a director within 24 hours.

Evaluations

All staff members are encouraged to speak to campers and parents and inquire about their visit and if they have any current needs or concerns. "Customers are best heard through many ears". Should there be current issues, they are to be addressed immediately by that staff member or Administrative staff. Follow-up with the guest and staff should be the last step to ensure the issue has been resolved. Summer camp evaluation forms and summer staff evaluation forms are given to all campers and staff.

Health and Safety Concerns are evaluated by staff and participants in multiple forms. For immediate safety concerns maintenance requests are filled out, in duplicate, and given to the Maintenance Coordinator and Center Director. For immediate Health concerns, refer to Emergency Protocols Manual. Annual inspections are conducted by local camp committee to insure compliance with state, local, and federal standards and regulations