Accreditation Assessment

2021

Camp Yorktown Bay

Operated by the Arkansas-Louisiana Conference of Seventh-day Adventists

Policies / Procedures

[www.campyorktownbay.com/summercamp](http://www.campyorktownbay.com/summercamp)



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CYB Su mmer Camp Pol icies and Proced u res - 2021

**Introduction**

Summer Camp at Camp Yorktown Bay has been an integral part of the Arkansas-Louisiana Conference Youth Program for at least 55 years. This document specifies policies and procedures that have evolved during these years and have contributed to the success of Camp Yorktown Bay Camp. The intention of this document is to provide a general framework from which the many volunteers who help to contribute to a successful camp program may refer.

These policies and procedures outlined herein may be revised at any regularly scheduled meeting of the Camp Yorktown Bay Committee with a quorum present. Vacant or unfilled positions are not included in determining quorum. Unless otherwise specifically outlined in this document or other Camp Policies and

Procedures, The General Conference Rules of Order will apply. Any motion put forth by the Camp Committee,

including revisions to these policies and procedures, must be reviewed and ratified by the Executive Committee of the Arkansas-Louisiana Conference.

Policies and procedures affecting Camp Yorktown Bay are developed and carried out by the Arkansas- Louisiana Conference Youth Director, and staff who serve on the permanent Camp Yorktown Bay Committee. This Committee is under the jurisdiction of the Arkansas-Louisiana Conference Executive Committee and is considered responsible for camp administration year-round. The Arkansas-Louisiana Conference Constituency appoints the Youth Director for a four-year term.

**Background**

Camp Yorktown Bay provides Summer Camps for young people aged 7 through 17 in one

week intervals by ages. Cub Camp, ages 7-10 begins the summer. Junior Camp, ages 10-12 follows. Family Camp usually fall the last of June into the first part of July. Tween Camp, ages 11-13 takes the first week of July and Teen Camp, ages 13-18 follows that. Blind Camp, for all ages, usually wraps up the summer camps. Campers are welcomed from all over the United States. Other events include, church functions, use by local

clubs and young people, church sponsored youth rallies, pastor’s meetings, women’s retreats, prayer retreats and

conference leadership training.

The original idea for the camp began when the Hot Springs Council of the U.S. Navy League dreamed of a base for its Sea Cadets along the wooded shored of Lake Ouachita. A principal objective of this program was to

encourage American boys and girls in developing physical fitness, patriotism, courage, self-reliance and kindred virtues. Children, many for the first time, would be afforded the opportunity to take part in outdoor activities such as boating, swimming, archery, hiking, outdoor games and handicrafts.

It is of interest to note the name Camp Yorktown Bay was chosen for the second U.S. Aircraft Carrier Yorktown, bombed by the Japanese in late 1944 of Okinawa during World War II. The president of the Navy League Council, Peter D. Joers, and George Earnshaw, secretary at the time the idea was conceived, were both officers on the carrier, Yorktown. In establishing the youth camp on Lake Ouachita, the 100-member Navy League Council felt it met a vital need of the community.

After putting a lot of their dreams and money into the property, the Navy League decided that they didn’t know anything about operating a summer camp and through the Lord’s guidance and His providential leadings, Camp Yorktown Bay was given to the Arkansas-Louisiana Conference as a summer camp for young people. There was about 120 acres of land with two miles of shoreline, the camp being built on a peninsula where you could have boating on one side and swimming on the other. Lake Ouachita is a lake of 1,000 miles shoreline, the largest lake in the state of Arkansas. The camp is located at the end of the lake where you do not get all the lake traffic. There was a small lodge building, a three-bedroom caretaker’s home, and a cafeteria. There were enough cabins for 80 youth, with restroom facilities, an open-air pavilion, a basketball court, areas set up for horseshoes, a nice ball field with a backstop and softball equipment. A pickup truck, a speed boat, and several rowboats and canoes were included. This multimillion-dollar camp was given to the Seventh-day Adventist Church as a donation. You can imagine the shock this must have been to the other churches in the area when the headlines of the newspaper stated, “Seventh-day Adventists receive gift of Camp Yorktown Bay.”

Many things have changed over the 50+ years of operation and the useful but primitive structures have been made more useable. New cabins were built with A/C and heat. The cafeteria burned and has been rebuilt. A beautiful lodge was built to house summer staff and a modern motel, Whispering Pines” is a part of the amenities for guests. One of the older buildings has been refurbished as a chapel. The things that haven’t changed is the wonderful lake with swimming and boating areas; the majestic hills and trees that surround the camp and guarantee its seclusion.

During the operation of Summer Camp at Camp Yorktown Bay, the Conference Youth Director is

responsible for the on-site camp administration—with the help of the Camp Ranger, Office Manager, Food Service

Director and an Assistant Youth Director. A Boy’s and Girl’s Director is directly responsible for the Counselors and Co-counselors. All Counselors are 18 years of age and stay at camp during the entire week. They sleep in the cabins with campers. The ratio for counselors to campers is 10:1. As a general policy, we ask our staff to never be alone with a camper. Counselors are directly responsible for the care, control, and correction of the campers under their supervision.

Each of the activity areas is assigned a Director who serves as the front-line leader for all activity in their areas. Other staff are also assigned to the different areas and answer to their Director. All staff stays at the camp during the summer weeks and are expected to keep their assigned rooms, and activity areas, neat and clean. During family camp week, counselors will need to temporarily move their things out of their assigned rooms.

Summer Camp at Camp Yorktown Bay is open to all youth. To attend summer camp, you do not have to be a Seventh-day Adventist. All campers are expected to follow the Code of Conduct Policies of the camp. This Code contains several guidelines that are designed to make the CYB experience satisfying to all in attendance.

O**verall Summer Camp Staff Functions and Responsibilities**

The Staff’s purpose is to provide the opportunity for campers to have the very best week of their lives at Camp Yorktown Bay. The Staff helps campers to have the maximum fun, meaningful relationship with campers and staff, exciting learning opportunities, and a face-to-face encounter with Jesus. Every facility, activity, and organization is to be used for this privilege. Any task contributing to the camp’s successful operation may be assigned to any staff as necessary.

**Basic Qualities for All Staff**

1. Acceptance of Jesus as personal Savior, and a growing relationship with Him.

2. Loyalty to the beliefs, standards and purposes of the camp and its pursuit of the goals of Christ-centered camping.

3. Agreement with the unique emphasis and policies of the camp and its appointed leaders.

4. Familiarity with the resources and facilities of the camp.

5. Love for persons and concern to minister to them in the name and spirit of Christ.

6. A willingness to work with others in a spirit of mutual ministry and under supervision, to achieve

common goals.

**Adult Directors**

The actual camp a ctivities are directed by a core group of five adult directors.

1. **Camp Director:** The Arkansas-Louisiana Conference Youth Director is responsible as Camp Director for the onsite administration. This individual is granted the charge and authority to carry out any necessary disciplinary action deemed necessary and is responsible for the overall safety of all camp attendees. He is also responsible for arranging reservations for the camp and camp staff training, locating and contracting with a Camp Nurse, arranging transportation details (including bus rental if necessary), collecting camp fees and seeing that the appropriate bills are presented for payment, approaching corporations and individuals for donations, following up complaints related to camp operation and staff, assisting with insurance claims or related medical emergencies or hospital visits, etc.

2. **Camp Ranger:** The Camp Ranger is responsible for the day-to-day operation of the camp, and will be the authority during the absence of the Camp Director.

3. **Office Manager:** The Office Manager is responsible for maintaining the camp financial records, to act as purchasing coordinator for the camp, manage the camp store, coordinate all requests for use of the camp facilities, and supervise operation of all activities of the office.

4. **Food Service Director:** The Food Service Director is responsible for the total food service operation.

She is responsible for menu planning so that nutritious, palatable food is served, consistent with denominational standards.

5. **Assistant Camp Director:** The Assistant Camp Director is responsible for helping the Camp Director with the Staff and Programs of Summer Camp.

**Program Directors**

Traditionally, the actual camp program activities are directed by a core group of 3 directors, one of which is designated the Program Director by the Camp Director. If, for any reason the Program Director is unwilling or unable to carry out the responsibilities of his or her position, the Camp Director will select another individual from the team. The Program Director is charged with the responsibility of organizing and overseeing the daily

summer camp programs and activities for campers.

**Activity Directors**

Each area of the camp has an activity designated for the campers and staff.

1. Camp Office Manager and assistants

2. Program Director and assistants

3. Food Service and Kitchen Staff

4. Boy’s and Girl’s Directors

5. Video and Photo Director and assistants

6. Rope Course Director and assistants

7. Waterfront Director and Life Guards

8. Boats Director and Life Guards

9. Horse Director and Wranglers

10. Nature Director and assistants

11. Crafts Director and instructors

12. Rock Wall Director and assistant

13. Housekeeping / Laundry Director and assistants

14. Sports Director and assistants

15. Maintenance Crew with the Camp Ranger

Job Descriptions and Responsibilities can be found in the CYB Job Description Manual.

**Camp Nurse**

The Head Camp Nurse has been asked by the Camp Director to screen all Nurse applicants to make sure they are qualified and licensed to provide health care, treatment, supplies, and emergency care for campers and staff during their week. They are staff and are compensated with the equivalent of a week of summer camp for three of their children or grandchildren. Their duties are detailed in the Health Care Handbook and Job

Description.

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**Code Of Conduct**

All camp attendees, including campers and staff, will be provided and asked to sign a copy of the CYB Code of Conduct. This Code contains several guidelines that are designed to make the CYB Camp experience satisfying to all in attendance. All participants shall respect the individual rights, safety and property of others. The Code will be in force during the entire weeks of Summer Camp as well as any other related training sessions or pre-camp meetings or gatherings.

Infractions of the CYB Camp Code of Conduct must be reported by anyone observing them to the adult in charge (Camp Director or Assistant Camp Director). This person will bear final responsibility for disciplinary action. Penalties may include any or all of the following:

Sending the individual home.

Assessing the individual, the cost of damages and repairs, in the event of damage/destruction of property.

Releasing the individual to the nearest law enforcement agency and/or the proper authorities.

Camper Code of Conduct



It is our commitment to provide a rich and wonderful camping experience for all campers. To assist us in offering the best camp experience we possibly can, please review our camper code of conduct (see below). We want to create a safe and nurturing environment for everyone!

Generally these rules fall under what we refer to as the three “R’s”.

Respect yourself. Campers are expected, in accordance with their age, to take appropriate care of themselves (personal hygiene, getting sufficient sleep, dressing warmly and appropriately).

Respect the environment. Camp Yorktown Bay has over 160 acres of beautiful habitat. We want campers to be stewards of this area for future generations.

Respect others. We expect campers to treat one another, our staff, nurses and cooks with courtesy and respect.

We are a camp committed to inclusion and providing a nurturing environment for each camper's individual needs. To ensure a safe and equitable summer for all, we are able to provide assistive programming that helps all campers integrate into camp routines, but we are not able to offer alternative programming on a long-

term basis. If a camper needs to be withdrawn from their cabin activities more than 20% of the time, therefore requiring prolonged one-on-one support, we are not staffed to accommodate these campers.

If any camper behaves in a way which compromises our ability to foster a sense of respect and preserve the dignity of every person at camp (campers and staff alike), then it must be understood they will be dealt with as described below. There is a more rigorous set of policies and procedures dealing with staff conduct that

parents are able to review upon request. 9

Any camper that breaks any of the following in-house rules, WILL be sent home immediately.

There will be NO refund or credit on camp fees.

Smoking, alcohol, and illicit drugs are strictly prohibited at our camp. Campers may not have any cigarettes, drugs or alcoholic beverages in their possession.

Weapons or any implement that our staff deem dangerous or potentially dangerous are strictly prohibited.

Any camper that breaks any of the following in-house rules MAY be sent home based on the seriousness of the offense. If that is the case, there will be NO refund or credit on camp fees.

Inappropriate behavior, such as bullying, teasing, harassment, swearing, acts of aggression, pranks, practical jokes or disrespect for other people or the environment are not tolerated at Camp Yorktown Bay. W hat may seem harmless to you may have lasting emotional or physical consequences for others.

Ownership and use of cell phones by campers at camp is prohibited.

Stealing or borrowing other people’s possessions without their consent will not be tolerated.

Vandalizing or damage to camp property and equipment is a serious offense and will not be tolerated.

This includes any damage to cabins, bunks, window screens, doors, washrooms, classrooms, dining hall, any other buildings, signs, program equipment and including the natural environment. You will be held responsible for the cost of repair or replacement, including labor costs.

Defacing camp property in any way is also considered a serious offense. Any graffiti including writing, drawing, carving or painting names/pictures etc. on bunk beds, furniture, walls, cabins, or any other buildings are all examples of this and will not be tolerated. You will be held responsible for cleanup, repair or replacement.

Tampering with any safety devices including smoke alarms and fire extinguishers is a serious offence

and will not be tolerated.

Campers must remain inside our designated boundary (this will be explained to campers during their tour of our facilities).

Campers may not visit each other's cabins during the day or evening (this is to insure security and that campers will be supervised at all times).

Campers must stay in their cabins after lights out at night. If any needs arise, campers will alert their counsellor to the problem.

We have read and agree to the above behavior agreement and understand that not following these policies may result in disciplinary actions including dismissal from camp.

Parent’s Signature Camper’s Signature

**Camp Staff**

**Age Requirements**

The age eligibility requirement to be on staff at CYB Summer Camp is they must be aged

16 or older as of June 1st prior to camp. These people are eligible to apply for any staff position he or she desires, regardless of prior staff experience. The Camp Director will make the final determinations of placing

staff.

**Staff Training**

Appropriate training and development is a key to improving the quality of the camp staff and this area has a high priority at Camp Yorktown Bay. There is one week of staff training in which attendance is mandatory. Life Guards receive an extra four days of training to make sure they are “open water” certified. The horse wranglers also receive special training and become CHA certified. Every individual on Camp Staff must attend all training sessions; failure to attend even one training session unexcused may result in a staff position demotion or immediate removal. Excused absences can only be granted by the Camp Director and must be made in advance of the training event. A Staff Manual is provided to all staff members outlining the operation of camp.

Staff Training is designed to meet the minimum requirements specified by ACA.

Get acquainted event.

Program planning.

Policies and Procedures.

Team Building

Work Assignments

Blind Camp Orientation

Safety

Any individual selected to serve on Camp Staff serves in an "at will" capacity and may be removed at anytime by the Summer Camp Administration. Any of the Head Directors may at anytime submit a request to the Camp Director and he or she will convene a meeting as soon as practical to make a decision whether or not to remove that person from Camp Staff. Such meeting may take **place** via telephone if necessary.

**Staff Background Training**

Everyone working at CYB must have a **Shield the Vulnerable** or the new program, **Verified Volunteers Certificate of Completion**. It is good for three years. If you are 18 and above, you must also click on the screening tab for a background check. The ARKLA Conference will pay for your background checks. You CANNOT WORK at CYB without this certificate and/or background check.

Policies for Accreditation Assessment

AD 2.1 Medical Emergency Transportation

**Emergency Responses**

Designated vehicles on-site or the area’s ambulance services provide emergency transportation. The Camp Nurse, Conference Youth Director and Assistant Camp Director cooperatively decide which mode of travel will be used. The camp director’s vehicle is the vehicle designed to always have the proper amount of gasoline and be the “ready” vehicle for emergencies. In general, the ambulance service is used when the victim is not stable and/or has need for special equipment (e.g., life-support systems). It is an annual responsibility of the Administrative Team to contact local emergency response systems and arrange for their services.

Based on camp protocols, staff is trained to assist in emergencies. This training is initiated during orientation and supported by sessions led by the camp leadership staff. Emergency situations to which health care staff are expected to respond include: clearing and establishing a patent airway, initiating CPR, controlling severe bleeding with pressure and elevation, cooling a burn and keeping a suspected fracture quiet. All staff should know what to do in the lost-camper drill, activating the camp emergency response team, and knowing the camp's severe weather response.

As part of risk management procedures, each unit’s staff rehearses their lost-camper drill during staff

week. Continued drill is at the discretion of the Camp Director.

**AD 6.1 Accident Procedures**

**Accident Procedures**

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.

2. Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location

(from back of tire) with chalk.

3. Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Campers must be supervised by an adult staff member at all times.

4. Contact Camp Director or designated emergency contacts.

5. Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

**AD 7.1 Transportation Safety Procedures**

**Passenger Safety**

Passengers should be instructed in the following safety procedures prior to transporting:

1. Passengers should remain seated at all times with hands and arms inside vehicle.

2. Seatbelts should be fastened – one person per seatbelt

3.Vehicles should be loaded only within the passenger seating limit established by vehicle manufacturer

4. Passengers in wheelchairs should be seat-belted into wheelchairs that are in locked position.

5. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver.

If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.

Training for Drivers

**Driver Requirements**

To transport campers or drive camp vehicles off the site, drivers must be 21 years of age and hold valid vehicle operator’s license for the size and type of camp vehicle, have no moving violations for previous 18 months, verified by a background check through DMV, and have participated in (when required) and passed random drug and alcohol testing.

**AD 8.1 Training for passengers**

**Passenger Orientation for vehicle use**

Staff should instruct all campers and passengers on the rules of safety and procedures concerning vehicles in use before any trip is taken. Staff members should clearly outline the importance of seatbelt use for all passengers at all times. Staff should also instruct passengers to always remain seated while the vehicle is in motion and to keep all limbs and body parts inside of vehicle at all times. Staff should educate passengers on the importance of not blocking exit doors with equipment or other items. Passengers should be instructed to keep noise level at an acceptable level and to not distract the driver whatsoever.

**Dealing with Passenger Illness**

1. Administer first aid as needed. Keep the camper comfortable.

2. If you need to stop, try to do so in an authorized or designated area.

3. Contact camp about the camper or return to camp as soon as possible and have the camper check in with the Health Care Supervisor.

**Dealing with Vehicular Breakdown**

1. Move off the road as far as possible. It's better to drive on a flat tire than park in an unsafe place.

2. Place the transmission in low, reverse or park. Turn off ignition and remove key.

3. Set the emergency brake.

4. Set four-way turn (emergency) blinkers.

5. If vehicle must stop in non-designated parking area (i.e., the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:

a. On the traffic side of the vehicle, within ten feet of the front or rear corners.

b. About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.

c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.

d. If stopped on or by a one-way or divided highway, place warning devices 20 feet,

100 feet, and 200 feet toward the approaching traffic.

6. If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by an adult. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.

7. Contact camp with information about nature of the breakdown and your exact location.

Additional help may be requested if needed. One staff member must stay with the vehicle and campers.

HW 1.1, 1.2, 1.3 First Aid & Emergency Care Personnel

Current Certifications

Nurses

Staff

HW 5.1 Camper Health History

Form Online at Registration and in Assessment Book

Applications must be completed with full disclosure of medical and psycho-social history prior to acceptance to Camp Yorktown Bay. Exclusion from camp may include, but is not limited to the following illness/communicable health problems.

Conjunctivitis (pink eye)

A chronic runny nose with colored discharge

A chronic cough

A fever

Vomiting or upset stomach

Signs of general fatigue or discomfort

Head lice

Knowledge that the child has had a fever within the past 24 hours

Incontinent of urine or stool

Physical limitations that affect normal activities or participation in camp activities. Such as, but not limited to, uncontrolled asthma, diabetes, seizure disorder. Contact Camp Director for questions

Any medical condition that requires additional staff supervision or limits involvement in camp activities. Contact Camp Director for questions.

**Illness or Injury during camp**

If a camper suffers from illness or injury while at camp, an incident form will be filled out and a parent need not be contacted. If our Camp Nurse deems it a more serious illness or injury, parents will be contacted immediately and made aware. Minor illness or injury include (headaches, stomach ache, scrapes, minor bruises, etc.)

Major illness or injury include (Covid-19 symptoms, head injuries, spinal injuries, severe bruising, fractures, etc). In this scenario, The camp nurse, director, or another administrative team member will contact parent by phone to inform them of the situation.

HW 23.1 Staff Health History

Camp Yorktown Bay – 2017

EMERGENCY MEDICAL INFORMATION

Arkansas-Louisiana Conference Summer Camp - P.O. Box 31000, Shreveport, LA 71130

ALL Staff members MUST have a signed Emergency Medical Information form on file while Employed at Camp Yorktown Bay (CYB. A parent or legal guardian MUST sign this form if the staff member is under the age of 18. The signature of the staff member or a parent/legal guardian if required, does hereby grant permission for all designated CYB medical staff, Camp directors or other staff members of legal age, to authorize emergency medical, optometry, dental, hospitalization and/or surgical care for the staff member listed below, until a family member can be contacted.

The signature of the staff member or parent/legal guardian if required, also implies that all information provided on this form is true and accurate to the best of your knowledge. The falsification and/or misrepresentation of any medical condition may be grounds for immediate dismissal as a camp employee.

This authorization and permission to copy this form to take on CYB sponsored trips, or to give the medical personal, shall be in force from to .

Print clearly unless a signature is requested.

PRINT Staff Member’s Full Name:

Date of Birth:

Age:

Social Security Number:

Address:

Emergency Contact/Name:

Home:

Cell:

Work:

A parent or legal guardian, must also sign this authorization form if the staff member is under the age of 18 at the time of initial employment with CYB.

Staff Member’s Signature:

Date:

Parent/Guardian Signature: \_ Date:

Parent/Guardian Printed Name:

Circle Relationship to staff member: Mother Father Guardian

(please fill out BOTH sides)

ALLERGIES:

MEDICAL HISTORY

Please Mark an “X” where indicated.

None: Yes: if yes, please describe.

MEDICAL & SURGICAL HISTORY: None. Yes. If yes, please describe.

Do you have any conditions that may affect your ability to perform assigned duties:

No. Yes. If yes, please describe.

MEDICATIONS: None. Yes, see below.

1.

3.

2.

4.

**MEDICAL/DENTAL INSURANCE:** None. Yes, **please attach copies**.

**For staff members under the age of 18 years, permission may also be given to another person, as designated by the parent/guardian, to approve emergency medical care for the above named staff member.**

**Permission given to:**

**Relationship**

**Address:**

**For staff members under the age of 18 years, permission may also be given to another person, as designated by the parent/guardian, to approve emergency medical care for the above named staff member.**

**Permission given to:**

**Relationship:**

**Address: City, State, Zip**

**Home Phone:**

**Cell:**

**Work:**

**A parent or legal guardian must also sign this authorization form if the staff member is under the age of 18 at the time of initial employment with CYB.**

**Staff Member’s Signature:**

**Date:**

**Parent/Guardian Signature:**

**Date:**

**Parent/Guardian Printed Name:**

HW 26.1 Emergency Care Personnel

List of Local Emergency Personnel and Numbers --from Eric Bray

OM 1.1, 2 Risk Management – Identified and Analyzed

**Policies Concerning Written Health Records**

All staff members complete the staff health form as a condition of employment. This form is a health history completed within three months of beginning the job. If an individual has not provided a completed form when their employment begins, the Camp Nurse gives the person a copy of the form and asks for it to be completed within the next 24 hours.

Campers also complete a health form during online registration. It contains a health history with their physician's name and phone number. In addition, the camper form has a parent/guardian permission statement that authorizes both emergency and routine care. If a camper arrives without a health form, the child's parents are asked to complete one insofar as they are able. If the child's parents are not available, the Camp Nurse completes the form with the child and contacts the parent via phone to confirm gathered information. Parental signature for permission to treat is obtained via fax with a hard copy sent via mail.

It is Camp Yorktown Bay’s policy that a copy of individual health forms accompany groups that leave the camp and/or local area. The person responsible for the group’s health care usually carries these.

**Confidentiality**

Health information is confidential and privileged information. Health forms are k e p t i n t h e o f f i c e o r i n f i r m a r y a n d g i v e n t o t h e C a m p Director or Camp Nurse. The Camp Nurse reviews the forms and shares information with counselors and/or kitchen staff on a need-to-know basis. Staff must treat disclosed information in confidence.

The Camp Nurse is responsible for maintaining complete and up-to-date health records following the procedures outlined in the CYB Healthcare Handbook. Individual health forms contain information about each individual's health care and are the place where nursing notes are recorded. The daily medication administration record serves as documentation for routinely dispensed medications. Health records are confidential and following the close of camp, will be sent to the Arkansas-Louisiana Conference office where they will be filed for two years.

**Storing Health Records**

At the end of the summer camp season, health forms and records are collected by the Camp Director and archived at the headquarters for the Arkansas-Louisiana Conference in Shreveport, LA for the period of statutory limits as defined by the State.

**Procedure for Health Screening**

The Camp Nurse and health care assistants conduct screening within 24 hours of participant arrival (staff and campers). The practice is a risk management strategy to (a) protect the camp community from preventable illness and (b) obtain up-to-date and complete health information for each person. The procedure, a standing order from the Camp Director and Camp Nurse, is described in the CYB Healthcare Handbook. In general, the process updates the health form, gathers information about medications, assesses current health status (including a pediculosis screening), and specifically asks about exposure to communicable disease. It is expected that campers and staff arrive for their camp experience in good health. The camp reserves the right not to admit an ill person.

Significant findings from the screening are acted upon as warranted by the situation. For example, cases of pediculosis are s e n t h o m e t o b e treated and people exposed to chicken pox (who m a y have no sign of the illness) are quarantined or sent home. Parents and employees are notified of potential health concerns identified in the screening process (e.g., immunization needs, dental pain, vision problems).

In addition to the initial health screening, people who will participate in out-of-camp excursions (i.e., canoe trips, out-posts) are assessed by the Camp Nurse to determine their ability to tolerate the trip. This is done a maximum of 24 hours before the trip leaves. In consultation with the trip leader, a recommendation about each person's participation is made.

**First Aid**

The person designated to administer first aid is the Camp Nurse. However, it is expected that individual staff members will coach first aid care to the level of their training when the Camp Nurse is unavailable or until the Camp Nurse arrives. It is also expected that the staff person with the most training will assume primary caregiver status in a given situation.

First aid supplies are available at the nurse’s station. The Camp Nurse makes first aid kits appropriate to the needs of the camp program and trains staff about their use. A record of first aid care is documented in each kit. The Camp Nurse periodically checks the kits, restocks them, and monitors record keeping.

First aid kits are placed at the activity areas that pose risk of injury. Typically these areas include waterfront, arts and crafts, the kitchen, and hiking/over-night programming, etc. Each kit has a notebook with instructions to document first aid kit use. Staff is expecting to follow documentation guidelines (outlined in the CYB Healthcare Handbook).

Because the Camp Nurse is available in camp and relieved by someone with at least first aid certification, the waterfront is the only additional location where a first aid and CPR-certified person must be present when the activity is open.

**Emergency Medical Care**

Medical care is the province of a Physician Assistant. This individual acts as supervising physician for the camp program. He/She annually reviews and updates healthcare procedures. H e / She is available to the Camp Director and S u m m e r Camp Nurses by phone. H e / She may also recommend adjunct physicians who provide care to campers and other camp participants outside the local area.

**Emergency Responses**

Designated vehicles on-site or the area’s ambulance services provide emergency transportation. The Camp Nurse, Conference Youth Director and Assistant Camp Director cooperatively decide which mode of travel will be used. In general, the ambulance service is used when the victim is not stable and/or has need for special equipment (e.g., life-support systems). It is an annual responsibility of the Administrative Team to contact local emergency response systems and arrange for their services.

Based on camp protocols, staff is trained to assist in emergencies. This training is initiated during orientation and supported by sessions led by the camp leadership staff. Emergency situations to which health care staff are expected to respond include: clearing and establishing a patent airway, initiating CPR, controlling severe bleeding with pressure and elevation, cooling a burn and keeping a suspected fracture quiet. All staff should know what to do in the lost-camper drill, activating the camp emergency response team, and knowing the camp's severe weather response.

As part of risk management procedures, each unit’s staff rehearses their lost-camper drill during staff week. Continued drill is at the discretion of the Camp Director.

**Contacting Parents**

Phone contact with parents/guardians is established in an emergency. Each campers health form contains contact information as well as designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the Camp Director and/or the Camp Nurse but can be delegated to an appropriate staff member. Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a person's health and/or when a situation is not progressing as expected. A letter, which provides specific information about the situation, follows phone contact.

Because many people remotely access their voice mail, it is expected that camp personnel leave voice messages on answering machines that appropriately communicate the need for a given parent to call the camp. All contact – successful and unsuccessful – is documented on the individual's health form.

**Routine Health Care**

Routine health care is provided by the Camp Nurse and is governed by practices outlined in the

CYB Healthcare Handbook. The camp’s supervising Physician Assistant and the Camp Director review this

manual annually. Each member of the healthcare team is given a copy during orientation. Orientation of the healthcare team includes a review of medical protocols, communicable disease control techniques, organization and administration of the camp health center, instructions about use of health care inventory (medications and supplies), guidelines for sanitation checks, record keeping policies, and education about culture-bound health care beliefs.

**Infirmary**

The camp has an infirmary with a medicine dispensary, office, admission area, bathroom, shower, and nurse's room. There is two admit beds available for every 50 people (staff and campers) on-site. If necessary, these beds can be separated to ensure that genders can be isolated.

The infirmary maintains a 24-hour availability to be seen by the Camp Nurse. If the Camp Nurse needs to leave the office for any reason, a note informing everyone of her/his location is placed on the door and communicated by radio.

**Medication**

It is policy that all medication (stock meds and personal meds of both staff and campers) is kept in a locked area under the Camp Nurse’s supervision. This complies with ACA standards and Arkansas Department of Health guidelines.

Routine personal medications are administered under the supervision of the Camp Nurse and in accord with orders from a physician or – as in the case of vitamins – upon the request of parents. Medications are most commonly given at a meal simply because people are easy to find and the Nurses Office is located next to the kitchen/mess hall. The Camp Nurse makes special arrangements with a person if their meds need to be taken at a different time.

Use of "as needed" the Camp Nurse supervises medication. It is important to realize that the rationale for giving a particular medication must be documented. The camp recognizes that most over-the-counter medications can be administered by people educated to do so (e.g., the nursing assistant) but the decision to use most medications requires professional assessment. Consequently, not all members of the healthcare team have equal ability with regard to

medications. It is the responsibility of the Camp Nurse to assess the camp health care team and determine who is capable of administering what medications and to supervise that process.

In cases where question exists about medication, the Camp Nurse must contact the appropriate person (i.e., prescribing MD, parent) by phone to clarify the issue. This conversation is documented in the client's health record and supported by an order with the consulting individual's signature.

It is possible that a parent may send a camper with a variety of medications packaged together. The Camp Nurse may not be able to identify the medication. Camp Nurse may not administer medication unless they follow standard nursing medication practices. Consequently, the Camp Nurse may have to tactfully arrange

with the parent for a new supply of appropriately labeled medication. Camp Nurse is expected to refuse to give a medication that does not meet safety guidelines.

**Counselor Role in Routine Health Care**

The supervision of routine health care is specifically charged to the Camp Nurse and health care team. Counseling staff, however, are integral to healthcare also. They are specifically charged with managing cabin and activity groups to support activities of daily life (e.g., adequate rest, water, nutrition). Counselors often note symptoms of illness or signs of injury before the Camp Nurse notes them. Consequently, it is their responsibility to act appropriate to their observations. Specific directives are described in the Staff Handbook.

In addition to records kept by the Camp Nurse, the camp makes use of incident reports to document unusual situations. The Camp Director determines when to initiate the incident report and is charged with maintaining documentation as well as appraising camp administration.

**When First Aiders Provide Health Care**

A first aider is one who has taken training and is certified to give immediate emergency aid until medical care can be obtained. The first aider's certification and a record of training given at camp should be on file with the Camp Director.

Administration of medications does not fit this description and is therefore not within the authority of the first aider unless specific instructions have been given by the parent or a physician. This includes medications such as aspirin and Tylenol.

Three essentials for administering medications, regardless of the qualifications of the

Health Care Provider are:

1. Written directions from the parent for any medications that will be given or applied for any existing condition, OR written order of a physician.

2. Written record of treatment, which includes the reason for the treatment, the dates and times of treatment, and the person giving treatment. When medications are given, the written record should show the medication, dosage, authority for giving it, and the name of the person administering the medication.

3. Written information provided to the parent for anything that was done other than what was discussed in advance.

Medications must be in the care and protection of the Camp Nurse (in a locked container) to assure proper use and to protect against unauthorized use. Medications must be dispensed from the original pharmacy container with instructions for use, and must refer to the individual being treated.

The health history or health exam asks about being under a physician's care and about medications. This is an alert to discuss a health condition with a parent and to request the appropriate written instructions. It is not a direction to treat.

If a first aider doesn't have written instructions when a child develops a stomachache, sore throat, or headache or other minor complaint:

Provide a place for the child to rest. Use throat lozenges, hard candy, water, etc..

Call the parent if the condition persists. Record the content of the call.

Take the child to a medically qualified person. Send the child home if no other resolution is possible.

**Health Screening Procedures and Authorization**

The Camp Nurse will review each camper’s health information and, if necessary, is authorized to conduct health screenings for incoming campers according to the following procedures:

**Camp Treatment Procedures**

**Abdominal pain** – With or without nausea, vomiting, or fever. Put patient to bed until seen by

Camp Nurse or physician. Give nothing by mouth without nurse or physician’s order.

**Abrasions, scratches, cut** – Clean with soap and water. Apply sterile dressing – if necessary. If bleeding is severe or cut extensive, apply sterile dressing and pressure to control bleeding and take to physician or Camp Nurse at once. Check tetanus/shot status.

**Animal bites** – Wash thoroughly with soap. Identify the animal and attempt to capture animal if it can be done safely. Notify physician or Camp Nurse.

**Bed-wetting** (Enuresis) – Every case should be reported to the camp medical and administrative staff, who will then work out a plan for management. Done discreetly.

**Bleeding** – Apply sterile pressure dressing. Tourniquet only in extreme cases. Compressing the soft portion of the nose between two fingers can almost always control nosebleed. The patient should sit erect with head forward.

**Bruises or bumps** – Apply ice. Consider possibility of fracture or deep injury.

**Burns** – Place in cold water to relieve pain. Cover with sterile dressing. Take to physician or

Camp Nurse. Salt-containing fluids may be offered.

**Communicable disease** – Consider all sick staff and campers with rashes as having a contagious problem until advised to the contrary by physician or Camp Nurse. Isolate until released by physician or Camp Nurse.

**Constipation** – Offer extra fruit (prunes, water, etc.). Consult physician or Camp Nurse.

**Convulsion** – Notify physician or Camp Nurse. If feverish, sponge with cool water. Protect the patient from hurting him or herself.

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**Diarrhea** – Admit to infirmary. Review diet, food sanitation, and health of food handlers and notify physician or Camp Nurse. Notify counselors to watch for, and report, other cases.

**Earache** – If temperature is elevated or earache persists, notify physician or Camp Nurse. If discharging from ears, also notify physician or Camp Nurse.

**Fever/Temperature Elevation** – Put to bed in isolation area. Note other signs or symptoms. Notify physician or Camp Nurse. If physician or Camp Nurse is not available and abdominal pain is not present, give Tylenol/acetaminophen and clear fluids.

**Foreign body in eye** – Wash with water, if not successful, very gently try to remove with moist sterile cotton swab unless the foreign body is on the cornea. If the object is not easily removed notify physician or Camp Nurse.

**Fractures** – Splint any suspected fracture in an approved manner with the least possible disturbance to the body part. Take to physician or Camp Nurse at once. Make no attempt to reduce fractures.

**Headache** – If not otherwise ill, rest in a quiet, dark place. If not relieved, notify physician or

Camp Nurse. Children's Tylenol may be administered with written parent permission.

**Head Injuries** – If any head injury is accompanied by dizziness, unconsciousness, headache, nausea, vomiting, change in pulse rate, bleeding from nose or ears, or other symptoms: Put to bed, keep warm and quiet. Elevate head. Contact physician or Camp Nurse at once. A person with a severe head, neck, or back injury should be moved only with medical supervision.

**Heat Exhaustion** – Get physician or Camp Nurse.

**Infections** (scratches, boils, etc.) – Apply warm saline solution or soaks. Take temperature. Admit to infirmary until advised by physician or Camp Nurse.

**Ingestion of poisons** – Call nearest poison center for advice. Do not induce vomiting for gasoline, kerosene, fuel oil, acids, or alkali. For other poisons dilute with water and induce vomiting. Notify Camp Nurse and/or physician if available. If not immediately available, first identify what was ingested and then call nearest poison center.

**Insect bites and stings** – Remove stinger, if still present. Ice will reduce discomfort. Apply approved ointment.

**Poison Ivy/Oak** – Apply Ivy Dry cream or liquid according to directions on label.

**Scabies, impetigo, ringworm, and pediculosis** – The policy regarding exclusion of campers with these conditions from camp will be decided by the Camp Director and Camp Nurse. Treatment will be prescribed by Camp Nurse.

**Sore throat** – Isolate. Take temperature and notify physician or Camp Nurse. Symptomatic treatment according to physician’s orders may include extra fluids, Tylenol and voice rest.

**Splinters** – Clean skin with soap and water. If the end of the splinter projects from skin, it may be removed and then rewashed with soap and water. Do not dig or open the skin to remove a splinter – this is a job for the physician or Camp Nurse. Check tetanus/shot status.

**Sprains, strains** – Cold applications for 10-15 minutes, then support with ace-bandage or substitute. Elevate if possible.

**Sunburn** – Prevent if possible. Sun screen preparations or sun block lotion is helpful. Exposure should be

brief at the beginning of the season. 23

**Sunstroke** – Get physician and/or Camp Nurse. Reduce temperature. Prevention - avoidance of direct sunlight, wear hat or other head covering and light clothing. Ensure adequate hydration; discourage high activity levels during the hottest time of day in direct sunlight.

**Toothache** – Rinse mouth with warm salt water. Oil of cloves to the tooth until a dentist can be seen. Tylenol or ibuprofen may be administered for pain relief with written parent permission.

Call physician and/or Camp Nurse for any situations not clearly addressed in these descriptions. All treatments, minor or serious, will be entered in the Permanent Medical Log with an ink pen – pencil entries are specifically prohibited.

OM 3.1, 2, 3 Insurance Coverage;

General Liability, Loss on Buildings, Business-Personal Property

See policies in book.

OM 4.1 Personal Property Policy

**User Group General Policies**

We ask that the following policies be shared with your group so that all guests can experience safety first. It is our prayer that you and your group will enjoy this wonderful place and see the beauty of God’s creation here at CYB.

**General Guidelines**

**Insurance:** Each group is required to provide a copy of their certificate of insurance, listing the Arkansas-Louisiana

Conference of Seventh-day Adventists as an additional insured. Three million dollar liability coverage is required.

**Lodging:**

The **motel** provides all bedding and towels, with AC/Heat, mini refrigerator, and microwave.

The **lodge** is equipped with bunk beds, bathrooms, kitchen, great room, and AC/Heat. Bedding and towels are NOT

provided.

The **cabins** are equipped with bunk beds, shower/bathrooms, AC/Heat. Bedding and towels are NOT provided.

**Note:** All keys must be turned in before departure. A $10.00 charge will be incurred for each key that is not returned. Any damage to building, bedding, towels, equipment, etc., is your responsibility and will be billed accordingly.

**Vehicles:** Please park vehicles off any grass. Check with camp ranger for additional parking. All roads must be kept clear; accessible to emergency-sized vehicles. Personal Water Craft(s) are allowed, but must be approved by Camp Ranger. The camp will not be responsible for any damage to your personal water craft(s). All water craft drivers must have a current boaters license and be accompanied by a spotter/lifeguard.

**Food Service:** All meals are vegetarian, upon request can be vegan. Groups can choose to supply and cook for themselves. See price sheet for prices.

**Free Zones:** Firearms, drugs, smoking and/or alcohol ARE NOT ALLOWED on the premises. All of our facilities are smoke-free, however smoking is allowed in designated areas; (Please check with ranger). Violators will be fined a minimum of $100.00, and authorities will be notified. Pets are not allowed on the premises.

**Programs:** CYB offers various Outdoor Education and Adventure programs, with an emphasis in teambuilding, leadership development, and Christian spiritual life application. Please contact camp for availability and prices.

**Fires:** Fires are permitted only in designated areas. Your group is responsible for starting and putting your fire out. The camp can provide the wood.

**Saturdays:** CYB is owned and operated by the Seventh-day Adventist Church and welcomes groups of all faiths. Because we believe God has invited us to spend Saturday uniquely in His presence, we offer more of the reflective, worshipful activities from Friday sundown to Saturday sundown. These activities include hiking, canoeing, kayaking, boat/barge rides, and team building lessons.

**Safety/Emergency:** Groups must include a nurse, a first-aid and AED certified person, or its equivalent. Safety and emergency personal must be certified by The American Red Cross or The American Heart Association. For non-emergency medical situations, (i.e. minor cuts, scrapes, stings, etc.) we encourage each group to bring their own first aid kits. We also have a first aid kit in the main office, at the swim shed, at the barn, and in the cafeteria. **For all emergencies, call 911 or Saint Vincent Hospital at 501-622-1000.** Staff supervision must be 18 years or older, with a ratio of 1 staff minimum per 10 or less campers.

**Water Safety:** All groups who are swimming (except children being watched by parents) must have a certified lifeguard. Watercrafts of any type are not allowed in the swimming area. Life jackets are available upon request. Regulations are posted in each aquatic area; therefore, it is the responsibility of the group leader and lifeguard to inform all participants of the safety rules and procedures. Lifeguard must be certified by The American Red Cross or UMCA.

**Checkout and After Hours:** Once a group event has concluded**, checkout will be at 11:00 a.m.** If people from the group wish to remain longer they must check with the ranger and get permission. You may be charged a fee if you go beyond the agreed time set forth by the ranger. Fees will be based on individual situations. To avoid an extra charge, all motel rooms, lodge, and cabins must be vacated at checkout time, unless previous arrangements have been made with the ranger.

Camp Yorktown Bay

Summer Service Agreement 2017

Name: Birth Date: SS#:

Address after camp: Cell:

Home Phone: Shirt Size: email:

It is understood that Camp Yorktown Bay, operated by the Arkansas-Louisiana Conference of Seventh-day Adventist, will award wages to summer employees under the following conditions:

1. My job title will be My duties will include, but not be limited to the camp ministry listed below.

Counselor

Program Team

Waterfront

Life Guard

BMX Bikes

Sports

Horse wrangler

Crafts

Video/Photography

Swimming

Climbing Wall Director Braiding

Maintenance / Grounds

Dishroom/ Kitchen

Food Service

Canoeing

Wake / Knee Boarding

Boat team

Gymnastics

Basket Ball

Nature / Animals

Candle Making

Ceramics

Leather Craft

Laundry/Housekeeping Ski Boat Driver

Office / Store \_X\_ Any Other Job as Needed

Zip Line

Floater

2. The School I plan to attend this fall will be:

3. Summer employment at Camp Yorktown Bay is primarily for Christian education. At least 80 % of summer earnings should be sent to the school you intend to attend or have attended if there is a balance due. Please check the following form of payment you desire.

\_Pay in full at end of summer to above stated school.

\_Pay in full at end of summer by Direct Deposit to authorized bank account.

\_Pay 80 % to school stated above. Please deposit 20% to authorized bank account.

4. I will report for work at CYB on 6/04/17 by 1:00 p.m. and will continue working through 7/23/17 at 5:00 p.m.

You will be paid according to your contract. Your pay will accumulate each week and will be paid as DIRECT DEPOSIT at the end of the summer. If you need to ‘borrow’ from Camp Yorktown Bay for unexpected items, anything you do not repay will be deducted from your earnings. Your paycheck will be figured with the August 2017 conference payroll and will be sent directly to your bank account or to the school of your choice.

5. I would like to request to be away from the camp on the following dates (other than my normal time off).

NOTE: You will not be allowed more than 3 consecutive days off.

Date: Reason:

Date: Reason:

6. I understand that I am allowed 2 days off with pay for actual sick time. I understand I will not be paid for any other days off.

7. Based on initial calculations, my earnings for the summer will be $ . per week, times 7.0 weeks of service. My ESTIMATED total earnings: $ . Any advances will be deducted from the total.

8. MY SALARY is subject to FICA and Federal and State Income Tax withholding. The Total after taxes are withheld is the amount that the camp will send to the school of my choice or will be paid to me. The school of my choice will add any scholarships to the total according to their individual policies. Any unpaid CYB store bills or fines will be deducted from my pay. My final check will reflect any adjustments caused by any advances, camp store expenses or fines.

9. CAMP YORKTOWN BAY is an at-will employer. Should Camp Yorktown Bay terminate this Service Agreement because of incompetence, improper conduct or attitude or for any other reason, before the completion of the term of my agreement, I understand that I will be paid only for the actual weeks I was employed.

CAMP YORKTOWN BAY is a Christian Youth Camp and Retreat Center, owned and operated by the Arkansas-Louisiana

Conference of Seventh-day Adventists. As such, anyone employed by Camp Yorktown Bay is employed by the church and is therefore expected to respect and practice the beliefs and convictions of the organization. Employees engaging in inappropriate sexual activity or the promotion of any sexual behavior that is inconsistent with Adventist beliefs and mission is ineligible for employment.

EMPLOYEES are not to engage in any type of romantic relationship with campers, and/or initiate conversations with campers or staff members about sexual topics. EMPLOYEE is to refrain from discrimination, explicit language or joking, derogatory languages, and inappropriate touch.

ANY CONSUMPTION of Alcohol (such as wine, beer, hard liquor, tobacco in any form) and Drugs whether on the premises or off the premises is NOT permissible and will be cause for immediate termination.

10. I understand that in the event I am injured at Camp Yorktown Bay while working, I will be covered by Workers Comp. However, if I am injured on my day/time off, Workers Comp will not cover me. I will be responsible for any medical attention I receive. If I am injured while at CYB, I may be covered by CYB General Liability Insurance and I will need to send an accident report and any invoices to ARKLA Conference, P.O. Box 31000, Shreveport, LA 71130 in a timely manner.

11. I accept the conditions named above. I also agree to abide by ALL camp policies and to uphold its objectives.

Employee’s Signature Date:

\*Parent / Guardian Signature also needed if employee is under 18 years of age:

Parent / Guardian’s Signature Date:

Approved by: Date:

\*If under 18, please include a signed letter by parents stating their wishes regarding your riding with other staff members.

OM 5.1 Incident Reporting

**Accident/Incident Report Form 01**

Developed by the American Camping Association® (Fill out 1 on each incident or person)

**Camp Yorktown Bay**

Camp Name Date

Address

Street& Numbet

Name of person involved

Last First Middle

City

Age Sex

state Zip

Camper Staff Visitor

Address Phone

Street & Number

Name of Parent/Guardian (if minor)

City State Zip Area/Number

Address Phone

Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1 .

2.

3.

Type of incident Behavioral Accident Epidemic illness Other (describe)

Date of Incident/Accident

Day of W eek Month Day Year

Hour a.m. p.m.

Describe the sequence of activity in detail including what the (injured) person was doing at the time

Where occurred? (Specify location, including location of injured and witnesses. . Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury? Yes No If so, what activity?

Any equipment involved in accident? Yes No If so, what kind?

What could the injured have done to prevent injury?

Emergency procedures followed at time of incident/accident

By whom? Submitted by Phone number

Position Date

**Medical Report of Accident Camp Yorktown Bay**

Were parents notified?

Yes No By Writing Phone Other

By whom? title When

Time Date

Parent’s Response

Where was treatment given (check and complete all that apply)?

At Accident Site: Where? By whom?

Treatment given Date Camp Health Service: By whom? Title Treatment given Date Released to Camp Activities Home Other Date

Doctor's Office: By whom? Title

Treatment given Date Released to Camp Activities Camp Health Service Home Other

Hospital: By whom? Title

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

Where? Date

Name of physician in attendance

Date released from hospital

Out-patient In-patient

Released to Camp Home Other

Comments

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

Name Position Date

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

Signed Position Date

Insurance Notification: Parent’s Ins. Camp Ins. Worker’s Comp. Camp Liability Ins.

Date:

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CYB Summer Camp Policies and Procedures – 2021

**Intruders**

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

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

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

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.

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

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

Notify the Camp Director and/or Adult Director(s) immediately of any intruders. Complete an incident report and any other reports requested.

**Intruder Procedures**

1. The camp gate should remain closed (but not locked) at all times except on the first day of camp when campers and their parents arrive and the last day when they are picked up. A “No Trespassing” sign is posted near the gate.

2. If unauthorized vehicles or persons is seen or discovered on camp property, the following procedures should be followed:

a. Notify the Camp Director, Adult Director(s), and Camp Ranger immediately by walkie-talkie communication or in person, whichever is quicker.

b. Do not approach persons or vehicles alone. Assess the situation and determine if it is safe to speak to the persons. If it is safe to do so, explain to the persons that they are on private property. Inquire into the reasons why they are on the site. If they have business with the Camp Director or other staff, direct them to the appropriate persons. If they are intruding, politely ask them to leave. The Camp Director or Camp Ranger should escort them off the property.

c. Try to observe the make, model, and license plate of the vehicle.

3. If a threatening situation occurs, make sure that all campers and staff are removed from the area and moved quickly into a safe building. Lock all doors. Notify the Camp Director or Camp Ranger of the situation immediately. Notify the appropriate authorities as instructed or if the Camp Director and Camp Ranger are incapacitated.

4. The camp will work with the Ranger to review annually the safety and security of the campsite and to identify and define acceptable solutions to any security problems.

5. If an intruder is suspected at night, notify the Camp Director and/or Adult Director(s) immediately. Quietly inform other staff members of the situation. Ensure the safety of the campers. Make sure that all campers are accounted for by counting heads. If you feel that the campers, chaperones and counselors in the cabin sites are at risk, notify the counselors in those units quickly and quietly and assist them in moving

their campers to the dining hall, whichever is closer.

6. If a camper encounters an unfamiliar person on camp, they should immediately inform a staff person. Campers should never be alone at any time. Teach them to never approach the stranger.

7. During an off-site trip, ensure that the buddy system is always used and that campers are supervised at all times. If someone is behaving inappropriately or suspiciously, gather the entire group together and make sure that a counselor is supervising them. Have two other counselors go to notify the authorities.

**Kidnapping**

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

1. No one should ever leave camp without first notifying the Camp Director or Administrative Team. CAMPERS SHOULD NEVER BE ALLOWED TO LEAVE CAMP WITH AN ADULT DURING THE CAMP SESSION unless the Boy’s and Girl’s Director has previously notified the campers' counselors about the arrangements. Follow Camper Release policies if this should occur.

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

3. Strangers may come to the camp in search of potential victims. Custody disputes between parents or adoption cases can result in an attempt to remove a camper from camp. Parents must sign a form indicating who will pick up the child from camp and parents must inform the Camp Director if a child will be late to camp or picked up early by a different person. The Camp Director will verify the instructions if someone come to pick up a camper. Identification will be required.

4. If a camper is taken from camp without the expressed and direct approval of the Camp Director, immediately notify the Camp Director and/or Adult Director(s). Get a description of all persons involved if possible (make, model and license plate of the vehicle, hair color and style, clothes, height, weight, etc.) Notify the Camp Director IMMEDIATELY.

**Active Shooter on the Premises**

**How to Respond when an active shooter is on the premises.**

Quickly determine the most reasonable way to protect the life of the campers, staff and your own life.

**1 Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

o Have an escape plan route and path in mind

o Evacuate regardless of whether others agree to follow

o Leave your belongings behind

o Help others escape, if possible

o Prevent individuals from entering an area where the active shooter may be

o Follow the instructions of any police officer and keep your hands visible

o Do not attempt to move wounded people

o Call 911 when you are safe

**2 Hide out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

o Be out of the active shooter’s view

o Provide protection if shots are fired in your direction (i.e. cabin, office with a closed and locked door)

o Should not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

o Lock the door

o Blockade the door with heavy furniture

If the active shooter is nearby:

o Lock the door

o Keep quiet and silence any source of noise (i.e. cell phone, radio, etc.)

o Hide behind large items (i.e. cabinets, desks, etc.)

o Remain quiet

If evacuation and hiding out are not possible:

o Remain calm

o Dial 911, if possible, to alert police to the active shooter’s location

o If you cannot speak, leave the line open and allow the dispatcher to listen

**3 Take action against the active shooter**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate as possible against the active shooter by:

Acting as aggressively as possible against him/her

Throwing items and improvising weapons

Yelling

Committing to your actions

**How to respond when law enforcement arrives.**

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

o Officers usually arrive in teams of four

o Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets,

and other tactical equipment

o Officers may be armed with rifles, shotguns, and handguns

o Officer may use pepper spray or tear gas to control situation

o Officers may shout commands, and may push individuals to the ground for their safety

**How to react when law enforcement arrives:**

o Remain calm, and follow officer’s instructions

o Put down any items in your hands (i.e. bags, jackets, etc.)

o Immediately raise your hands and spread your fingers

o Keep hands visible at all times

o Avoid making quick movements toward officers such as hold on to them for safety

o Avoid pointing, screaming and/or yelling

o Don’t stop to ask officers for help or direction when evacuating, just proceed in the

direction from which officers are entering the premise

**Information to provide the law enforcement or 911 operator:**

o Location of active shooter

o Number of shooters, if more than one

o Physical description of shooter(s)

o Number and type of weapons held by the shooter(s)

o Number of potential victims at the location

The first officers to arrive on the scene will not stop to help injured people. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by the law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not

leave until law enforcement authorities have instructed you to do so.

**AD 18.1 Camp Security/threats**

FIRE EMERGENCY & EVACUATION PLAN

**IMPORTANT: If the news or other media stations request comments, or information about an emergency at the camp, ONLY the director, camp ranger, or someone they have**

**delegated, may answer the media’s questions .**

In case of fire, the following plan will be put into operation. The following individuals will perform their duties as assigned:

**Camp Director:**

Notify fire department as needed and report to cafeteria to direct rest of the team in the evacuation.

**Activity Directors:**

Close your individual areas down completely. Send all campers to the cafeteria for immediate line call.

**Camper Evacuation:**

Line call to make sure everyone is accounted for. Follow directions given by the camp

director, or the person in charge. If necessary, evacuate the campers using all available vehicles. If the camp road is not accessible, move campers to the State Park, or other designated safe area as determined by the person in charge.

**Vehicle Drivers:**

After all campers are at line call, report to the shop area for instructions.

**Shop Area Coordinator:**

Manager and/or Rangers are in charge of all fire fighting equipment and vehicles.

**First Fire Crew:**

Staff members, who are not counselors, as determined by the Camp Director, will be the first fire crew. Long pants, closed towed shoes, and gloves are required.

**Horses:**

Director and horse corral staff will secure the horses, then report to line call area, if

possible.

**Communications:**

The bell will continue to ring for fire, or waterfront, emergencies. Follow the chain of command in all communications.

**First Aid:**

The Doctor(s)/Nurse(s) at the medical cabin will handle first aid.

**Second Fire Crew:**

All staff members, AFTER RELEASE by the Camp Director at the line call area, are the second fire crew.

**IN CASE OF A CABIN FIRE -**

**The Signal: BELL and/or SIREN CONTINUALLY SOUNDS**

**DURING ACTIVITIES:**

**Remain calm!** All counselors and campers are to report to the cafeteria area. Activity

Instructors are to move their classes to the cafeteria area, as well, and remain with their

class until the counselor arrives. All staff members, except those specifically assigned to the fire crew or other emergency jobs, and those watching the campers, will report to the shop. From there directions will be given, and the fire location.

**IN THE CABIN GROUP:**

**Remain calm!**  Take roll and evacuate all campers from the cabin and proceed to the cafeteria area **AS A GROUP**. Report any missing campers to the boys or girls village director **IMMEDIATELY**. Stay with your group and wait for further orders.

If the alarm occurs **at night** have children wear jackets, shoes, carry flashlights, and sleeping bags, if possible, and move to a designated safe location. Stay with your campers.

Campers may be worried about the safety of brothers, sisters, or friends. They should be reassured BUT NOT ALLOWED to go search for them. They MUST remain with you at all times, until it is safe.

**Permission to leave the designated safe location may be received from the director, assistant director, and village directors ONLY.**

**FOREST FIRE (fire siren over intercom):**

The director and assistant director are to be notified immediately, along with the fire

department.

All campers and staff are to meet at the cafeteria. Staff will be notified as to who stays with campers and who will be directed to be part of the fire crew.

If necessary, evacuate camp using all available vehicles up the camp road. If the road is not accessible, take campers to the State Park, or other designated safe location.

**Evacuation Plan**

**Elements of the Plan**

• Notification of Evacuation • Method of Evacuation

• Camp Emergency Response Team • Order of Evacuation

• Call for Evacuation • Path of Evacuation

• Accounting for Population • Communication

• Practice Assemblies • Out Trips

**Notice of Evacuation**

The need to evacuate will be determined by the State Department of Forestry, according to set procedures. The State Department of Forestry will notify the County Sheriff’s Department to notify all occupants in the danger areas of the need to evacuate. Each year the camp will notify the County Fire and Sheriff Departments in writing of the anticipated schedule of use for the facility. Included in this annual notification will be the name(s) and contact telephone number for the facility in the case of evacuation.

**Camp Emergency Response Team (CERT)**

When the camp is notified that there is a need to evacuate, the Camp Ranger will notify the Camp

Director. This team will be made up of the following individuals with the following responsibilities:

• Camp Ranger: accounting for all facility service personnel, coordination of evacuation procedures, communication with the Sheriff and Department of Forestry

• Camp Director and all Adult Directors: rosters of all participants, visitors, and staff

• Camp Nurse: mobile first aid, participant medications, staff and participant medical treatment authorizations

If one member of the team is unavailable at the time of evacuation, the responsibility will fall on the individual selected by the team. Each year members of the CERT will be trained and/or review the Evacuation Plan and their respective roles.

**Call for Evacuation**

After the CERT has been notified of the need to evacuate, the facility manager or his/her designate will sound the emergency assembly alarm. If the alarm is found unusable due to lack of power, each member of the CERT will cover the facility to notify the camp population of the need to assemble.

Areas to cover if electric alarm is disabled:

• Camp Director: meeting with participants at assembly area

• Camp Ranger: facility staff, food service staff

• Camp Nurse: nurse’s station

• Support Directors or group leades: living areas, program areas

**Accounting for Population**

At the time an emergency assembly is called, all camp participants will gather at the designated location. The location most appropriate is in the ball field, clear from trees and power lines.

The Camp Director will check with the CERT to determine if all participants and staff are accounted for. In the case that a participant or staff member is missing, the camp director will organize a search using the Missing Person Procedure.

Once the population is accounted for or at the appropriate time, the Camp director or his/her designate will instruct the population on the situation and how to proceed with the evacuation.

**Practice Assemblies**

Within the first 48 hours of a population using the facility, an emergency assembly drill will be conducted. The CERT will practice their roles as if it was an actual emergency. The participants using the facility will be informed of the procedures to follow in the case of an actual emergency.

**Method of Evacuation**

In cooperation with the State Department of Forestry and the County Sheriffs, the facility manager will determine the best location for the population to go. The CERT will execute the best and safest method of evacuation.

• **Use of Vehicles in Camp:**

In accordance to camp policy, all vehicles in camp will be ready to use in the case of evacuation. This means that all owners of vehicles will have pre-authorized the use of their vehicles for evacuation of participants in the case of an emergency. All owners of vehicles in camp will keep a set of keys with the facility manager to be used in case of emergency. These vehicles will be used to shuttle participants under the coordination of the Camp Director, using the guidelines to establish the order of evacuation. (See Order of Evacuation.)

**Order of Evacuation**

If the case arises that the entire population will need to be shuttled to an evacuation location, the following will be a guideline as to the order in which the population shall be evacuated:

1. Medically critical with medical support personnel

2. Persons with limited mobility with attendants

3. Persons with special physical and/or developmental needs with attendants

4. Youngest participants

5. Adult participants

6. Non-essential staff

7. CERT

**Path of Evacuation**

The path of evacuation will be determined by the direction(s) of the impending danger. The most viable path of evacuation would be via the site’s main entrance from the highway. From this location, the evacuation can proceed in either direction to a designated safe area.

**Communication**

In the case of evacuation, communication methods will be essential

• To site: The site has one main phone number to the office and Camp Ranger’s residence.

501-767-2333, Office; 501-767-5307, Ranger

• On site: On site communication is provided by two-way radios. The base station is located in the front office and all members of the CERT have walkie-talkies on the same frequency. (Frequency) ??

• Off site: As part of the evacuation plan, the camp director will be responsible to inform the Arkansas-Louisiana Conference office (318-631-6240) of the situation. The Camp Director will have phone capabilities to communicate with the Conference Office to facilitate contacting the participant’s families and responding to their inquiries as well as inquiries from the media.

**Out Post Trips**

Prior to any out trips (outpost), the Program Director will provide the Camp Director with a complete roster of all participants, itinerary including departure and return times, and route to be taken. In the case of all overnight trips, the trip leaders will identify all possible evacuation routes from the overnight camp route and location. The Camp Director will review the evacuation routes prior to the group’s departure.

Procedure for all out trips (outposts, etc.) requires that a two-way radio be taken. Staff may take their cell phones as well to call emergency services. There must always be 2 adult staff drivers in vehicle in order to switch off if needed. In the case of evacuation, the camp director or his/her designate would contact the out trip staff member with the evacuation information. The out trip staff member will coordinate with the camp director or his/her designate the safest and best method and path for evacuation. If a camper on outpost becomes ill or cannot continue on the trip for some reason, at least two staff members will go and pickup camper and bring them back onto the camp property. All trips are subject to weather conditions to ensure it is safe.

**Evacuation Procedure**

The Camp Ranger will notify the Camp Director and Adult Director(s) if an evacuation of the camp is required. The camp will be in contact with the Forestry Service and the Sheriff's Department as to the procedures to follow and the location the camp will go to for reassembly.

1. The Camp Director, Adult Director(s), or other designated person will sound the emergency signal.

All campers and counselors should begin emergency procedures immediately and head to the parking lot. Stay in radio communication on channel one until advised otherwise.

2. If an evacuation is necessary, the Camp Director, Adult Director(s), or Camp Ranger will provide instructions including vehicle assignments. All persons will be divided up and loaded into camp and staff vehicles and transported to a safe area.

3. In the event that the main road leading into camp is blocked or inaccessible and an evacuation is necessary, the following alternative evacuation procedure will be followed:

a. Proper authorities, including the Camp Ranger will be notified by the

Camp Director or Adult Director(s).

b. If the Camp Ranger provides an alternative plan, his plan will be followed. c. Staff shall supervise and everyone shall stay together as possible.

4. In the event that the Highway is blocked or is inaccessible, the Camp Ranger, Forest Service,

Sheriffs, Highway Patrol or other public authority will advise the camp on proper evacuation procedures.

5. The Camp Nurse and other medical personnel will ensure that all medical forms, prescription drugs, and emergency supplies will be transported to the evacuation site.

6. Communication Procedures:

a. The phone located in the front office will be accessible. No one will be allowed to use this phone during evacuation unless authorized to do so.

b. The Camp Director, Adult Director(s), all medical personnel, Camp Nurse, and several other staff members will carry the two-way walkie-talkies and will be on channel TWO. This

is NOT our normal channel but is in direct communication with each other.

**AD 20.1 Missing Person Procedure**

**Instruct your campers to STAY PUT if they are lost.**

**\*\* It is the counselor’s responsibility to know where his/her campers are at A LL**

**TIMES!!!**

**THE DAY TIME PLAN:**

Check immediate area for camper.

Go to the office. Find out where the counselor, or instructor, is and check with him/her.

Office secretary notifies boys, or girls, village director, and Camp Director, of possible

lost camper.

Check all activity areas. Special attention will be given to the lake area.

Camp director assigns a person to drive and look for camper on the roads leading into/out

of the camp.

Boys and girls village directors are to check all cabins.

Fire evacuation plan goes into effect. Assemble at line call area. Leaders get description

of camper, clothing, name, and where camper was last seen.

Director, or person in charge, assigns areas to be searched.

Parents are notified. Sheriff is notified by director/person in charge.

Search and rescue teams are called in.

**THE NIGHT TIME PLAN:**

Check immediate area for camper.

Counselor—wake rest of cabin for additional information.

Notify both the boys and girls village directors.

Awaken other counselors. Have them search their cabins and restrooms.

Notify camp director(s).

Boy’s and girl’s village directors, or camp director, assigns persons to check with the

nurse/doctor, office, to search dining room, etc.

Camp director assigns someone to drive and look for the camper on the roads in to and out of the camp.

Parents are notified. Sheriff is notified by director/person in charge.

Search and rescue teams are called in.

**Lost Hiker**

1. No camper or counselor should go on a hike at the lake by himself or herself. The counselor in charge of the hike must take a walkie-talkie, med pack, and water. It is advised to take a Camp Nurse along too. A list of participants must be left with the Boy’s and Girl’s Directors before leaving.

2. In case a camper wanders away from the group, contact the Camp Director and Camp Ranger immediately. Missing person’s procedures will be started immediately.

**Missing Person Procedure**

It is the counselor’s responsibility to know where his/her campers are at ALL TIMES!! **Upon determination that a camper is missing:**

**The Day-time Plan**

Check immediate area for camper..

Go to the office. Find out where the counselor, or instructor, is and check with him/her. Office secretary notifies boys or girls village director and Camp Director of possible lost camper.

Check all activity areas. Special attention will be given to the lake area.

Camp Director assigns a person to drive and look for camper on the road leading into/out of camp.

Boy’s and Girl’s Village Directors are to check all cabins.

Fire evacuation plan goes into effect. Assemble at line call area. Leaders get description of camper, clothing, name, and where camper was last seen.

Director, or person in charge, assigns areas to be searched.

Parents are notified. Sheriff is notified by Director / person in charge.

Search and rescue teams are called in.

**The Night-time Plan:**

Check immediate area for camper.

Counselor – wake rest of cabin for additional information.

Notify both the boys and girls village Directors.

Awaken other counselors. Have them search their cabins and restrooms.

Notify Camp Director

Boy’s and Girl’s village Directors, or Camp Director, assigns persons to check with the Nurse/Doctor, Office, to search dining room, etc.

Camp Director assigns someone to drive and look for the camper on the roads into and out of the camp.

Parents are notified. Sheriff is notified by Camp Director or the person in charge.

Search and rescue teams are called in.

AD 21.1 & 2 Emergency Communications

**Communication & Contacting Parents**

In the case of evacuation, communication methods will be essential

• To site: The site has one main phone number to the office and Camp Ranger’s residence.

501-767-2333, Office; 501-767-5307, Ranger

• On site: On site communication is provided by two-way radios. The base station is located in the front office and all members of the CERT have walkie-talkies on the same frequency. (Frequency)

• Off site: As part of the evacuation plan, the camp director will be responsible to inform the Arkansas-Louisiana Conference office (318-631-6240) of the situation. The Camp Director will have phone capabilities to communicate with the Conference Office to facilitate contacting the participant’s families and responding to their inquiries as well as inquiries from

the media.

**AD 21.3 Communicating with the Media**

EMERGENCY & EVACUATION PLAN

**IMPORTANT: If the news or other media stations request comments, or information about an emergency at the camp, ONLY the director, camp ranger, or someone they have**

**delegated, may answer the media’s questions .**

**AD. 16.1**

**User Group General Policies**

We ask that the following policies be shared with your group so that all guests can experience safety first. It is our

prayer that you and your group will enjoy this wonderful place and see the beauty of God’s creation here at CYB.

**General Guidelines**

**Insurance:** Each group is required to provide a copy of their certificate of insurance, listing the Arkansas-Louisiana

Conference of Seventh-day Adventists as an additional insured. Three million dollar liability coverage is required.

**Lodging:**

The **motel** provides all bedding and towels, with AC/Heat, mini refrigerator, and microwave.

The **lodge** is equipped with bunk beds, bathrooms, kitchen, great room, and AC/Heat. Bedding and towels are

NOT provided.

The **cabins** are equipped with bunk beds, shower/bathrooms, AC/Heat. Bedding and towels are NOT provided.

**Note:** All keys must be turned in before departure. A $10.00 charge will be incurred for each key that is not returned. Any damage to building, bedding, towels, equipment, etc., is your responsibility and will be billed accordingly.

**Vehicles:** Please park vehicles off any grass. Check with camp ranger for additional parking. All roads must be kept clear; accessible to emergency-sized vehicles. Personal Water Craft(s) are allowed, but must be approved by ranger. The camp will not be responsible for any damage to your personal water craft(s). All water craft drivers must have a current boaters license and be accompanied by a spotter/lifeguard.

**Food Service:** All meals are vegetarian, upon request can be vegan. Groups can choose to supply and cook for themselves. See price sheet for prices.

**Free Zones:** Firearms, drugs, and alcohol ARE NOT ALLOWED on the premises. All of our facilities are smoke-free, however smoking is allowed in designated areas; (Please check with ranger). Violators will be fined a minimum of

$100.00, and authorities will be notified. Pets are not allowed on the premises.

**Programs:** CYB offers various Outdoor Education and Adventure programs, with an emphasis in teambuilding, leadership development, and Christian spiritual life application. Please contact camp for availability and prices.

**Fires:** Fires are permitted only in designated areas. Your group is responsible for starting and putting your fire out. The camp can provide the wood.

**Saturdays:** CYB is owned and operated by the Seventh-day Adventist Church and welcomes groups of all faiths. Because we believe God has invited us to spend Saturday uniquely in His presence, we offer more of the reflective, worshipful activities from Friday sundown to Saturday sundown. These activities include hiking, canoeing, kayaking, boat/barge rides, and team building lessons.

**Safety/Emergency:** Groups must include a nurse, a first-aid and AED certified person, or its equivalent. For non- emergency medical situations, (i.e. minor cuts, scrapes, stings, etc.) we encourage each group to bring their own first aid kits. We also have a first aid kit in the main office, at the swim shed, at the barn, and in the cafeteria. **For all emergencies, call 911 or Saint Vincent Hospital at 501-622-1000.** Safety and emergency personal must be certified by the American Red Cross or The American Heart Association.

**Water Safety:** All groups who are swimming (except children being watched by parents) must have a certified lifeguard. Watercrafts of any type are not allowed in the swimming area. Life jackets are available upon request. Regulations are posted in each aquatic area; therefore it is the responsibility of the group leader and lifeguard to inform all participants of the safety rules and procedures. Lifeguard must be certified by The American Red Cross or YMCA.

**Checkout and After Hours:** Once a group event has concluded**, checkout will be at 11:00 a.m.** If people from the group wish to remain longer they must check with the ranger and get permission. You may be charged a fee if you go beyond the agreed time set forth by the ranger. Fees will be based on individual situations. To avoid an extra charge, all motel rooms, lodge, and cabins must be vacated at checkout time, unless previous arrangements have been made with the ranger.

**Background Checks:** Camp Yorktown Bay does background checks on all staff over 18 and highly recommends all user groups do the same. Groups are also advised for staff not to be on a one-to-one situation with a camper.

**Vehicles on premises**: Campers and staff should only drive vehicles on campus when necessary. We recommend walking for short distances. Cars should remain parked in a safe location, such as a designated parking space and drivers must be alert as to their surroundings at all times and especially be aware of pedestrians.

**Health Information:** All rental groups are advised to obtain the following health information from their participants, such as names and addresses, emergency contact names and numbers, a listing of any known allergies, health conditions that require treatment, restrictions, or other accommodations while on site. Children without a parent must have an emergency treatment or signed religious waiver from their legal guardian.

**AD 43.1 Medical Emergency Transportation:** Rental groups are responsible to make prior arrangements with medical emergency transportation (Lifenet Ambulance Service) about their activities at Camp Yorktown Bay. Lifenet’s contact information is 501-922-2300. Groups are also response for providing their own emergency vehicle to transport their group members in case of an emergency.

**Food Handling Procedures**: Camp Yorktown Bay advises rental groups to use clean and sanitized utensils and equipment during food preparation. It is also suggested to use a clean and sanitized surface during food preparation. It is very important to minimize the time that potentially hazardous foods remain in the temperature danger zone of 40˚F to140˚F.

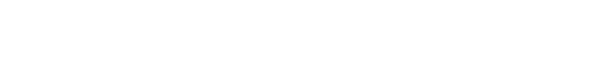
**Dishwashing Pocedures:** Food service staff are required to wash and sanitize all dishes and food service utensils after each use and according to the following procedures: For mechanical dishwasher, wash water must be at least 100 degrees F; and rinse water is at least 180 degrees F, or an approved chemical sanitizer is used as directed. For dishes and utensils being washed by hand: wash and initial rinse temperatures must be at least 100 degrees F. In addition, a second rinse process is to be used with an approved chemical sanitizer.

**Personal equipment/electronics**: Camp Yorktown Bay is not responsible for guest’s personal equipment brought to camp including sports equipment, water equipment, activity equipment, and/or personal electronic devices. Rental groups are responsible for their own personal belonging at all times while at the camp.

**Pets**: Camp Yorktown Bay does not allow pets on the premises. Please leave all pets at home.

**Specialized Activities:** Camp Yorktown Bay strongly advise rental groups to provide, an adult staff member to be on duty and accessible for all specialized program activities. Staff member is encouraged to have current certification from a recognized provider in first aid as well as a certification from a recognized provider in age-appropriate CPR/ AED. There should be at least 1 individual with these certifications at all times at each of the specialized activity areas while they are in use.

HR 3.1, 3.2, 3.3, Hiring Policies – Application & Screening Processes



Name:\_ D.O. B \_/ / Shirt Size\_ Address: City, State, Zip Phone : \_Cell Phone:\_ Email:\_ Home Church:\_ Pastor:\_ Baptized SDA Member? Y/N Parent/Guardian: Phone:

School:\_ Dorm Phone: Dorm Address: City, State, Zip Grade Next Year: School Attending Next Year:

Please list your previous camp experience on the lines below.

I attended this camp(s)\_ year(s)

I worked at this camp(s) year(s)

Current ministries I am involved with:

Previous Experience working with children (ages 7-17) (include Sabbath School, Pathfinders , day care etc.)

These are 3 reasons why I want to work at Camp Yorktown Bay:

1.

2.

3.

This is what I would like to do at CYB, and the certifications I hold to do this position. (ex. Lifeguard, lifeguard certification)

Position: Certification:

1.

2.

3.

I can commit to the full summer camp session at CYB, beginning in June and ending in July Yes / No

I have these commitments already planned that will impact my working at CYB this summer. (family vacation, wedding etc)

**Pease share your thoughts about the following areas.**

In my opinion, this is the purpose of summer camp:

This is the unique contribution I can provide to the ministry of CYB this summer:

These are my 2 greatest strengths:

These are 2 growth areas I am working on:

This is what I do to maintain my walk with Christ. This is what I will do at camp to grow spiritually. This is how I might share Jesus with a camper.

Are you authorized to work in the United States? Yes/No

If you are considered for a job at CYB, **you will be required to send us a legible copy of a current passport; OR a legible copy of a current drivers license (or photo ID) and a copy of your Social Security number card.**

Have you in the last 12 months used any type of illegal drug or alcohol? Yes/No

Have you ever been (formally or informally) accused, charged or disciplined for any child abuse or sexual abuse? Yes/No

Name of a non-family member that can verify this statement:

If you are asked to work at CYB, **you will be required to complete an online background check before you will be hired. Go to Verified Volunteers to complete the course:** [www.ncsrisk.org/Adventist](http://www.ncsrisk.org/Adventist)**.**

***Conduct Clearance Information:***

Camp Yorktown Bay understands that providing a safe environment for campers, visitors, and children is the first priority and therefore requires that the applicant provide complete disclosure as to the following questions concerning prior conduct and / or misconduct. Please answer the questions completely, providing any and all detailed information pertaining to your answers, including attaching of any reports or other documents pertaining to your answers.

Have you ever been charged, investigated, accused and/or convicted in any jurisdiction, forum, venue or other judicial or quasi-judicial forum of any criminal offense? Criminal history should include driving offenses greater or more serious than a speeding ticket.

Yes No

If yes, please provide a complete history of any and all events or conduct for which you have been formally or informally accused, charged, investigated, disciplined, or other-wise the subject of inquiry, scrutiny, or investigation of any unlawful conduct involving a child or underage person including (but not limited to) sexual misconduct, child abuse, child neglect, child endangerment and/or any other offense in which a child or underage person was the victim or alleged victim. By this question you are to provide the date, location) city and state) and ultimate disposition (charged/not charged, convicted/acquitted, or dismissed) of such investigation.

If you have answered any of the preceding questions in the affirmative, please set forth in detail any and all reasons you believe you are an appropriate candidate for employment at Camp Yorktown Bay. Include in your answer any and all rehabilitation, education, training, or other extenuating or mitigating circumstances that you believe are appropriate.

Please give the name of a non-family member who has known you for more that 5 years and can verify the above information.

Name: Phone No.:

Please note, this application is not complete without your signature. Read the following statement carefully.

The information contained herein and my answers to the questions above are true, accurate and complete. By my signature below, I attest and affirm to the truth, accuracy and completeness of my answers. I acknowledge that a failure to provide complete, truthful and accurate answers may lead to my termination as an employee of Camp Yorktown Bay or the rejection of my application for employment. By my signature below, I hereby grant and provide permission for

the Arkansas-Louisiana Conference of Seventh-day Adventists and/or individuals, agencies or authorities to verify the accuracy of the information contained herein and my eligibility for this job. I hereby authorize and release any and all individuals to truthfully and completely provide information to Camp Yorktown Bay or the Arkansas-Louisiana Conference of Seventh-day Adventists, pertaining to my eligibility and this application for employment with Camp Yorktown Bay.

In case of my employment at Camp Yorktown Bay, I give permission for pictures and/or video of me to be used in camp promotional material.

I have reviewed the above information and certify that it is correct as of today’s date.

yes No Today’s Date:

Please make sure that your references receive the appropriate forms (a hard copy or via email).

**Staff Recommendation Forms Provided for:** (Online or Hard-copy)

Pastor/Teacher

Work Supervisor

Friend

***Please circle the number that applies to your skill level and interest level***. 1= Low 2= Medium 3= High

**WATERFRONT /BOATS Interest level Skill level HORSEMANSHIP Interest level Skill level**

Swimming 1 2 3 1 2 3 Trail Rides 1 2 3 1 2 3

Canoeing 1 2 3 1 2 3 Western 1 2 3 1 2 3

Kayaking 1 2 3 1 2 3 English 1 2 3 1 2 3

SCUBA 1 2 3 1 2 3 Roping 1 2 3 1 2 3

Wakeboarding 1 2 3 1 2 3 Rodeo Skills 1 2 3 1 2 3

Water Skiing 1 2 3 1 2 3 Pack Trips 1 2 3 1 2 3

Knee Boarding 1 2 3 1 2 3

Ski Boat Operation 1 2 3 1 2 3 **Certified CHA** Yes/No

**CURRENT CERTIFICATIONS Expires on this date** Lifeguard Yes/No WSI Yes/No

LGI Yes/No

**OUTDOOR ED. Interest level**

**Skill level**

SCUBA Yes/No

Survival Skills 1 2 3 1 2 3

Reptiles 1 2 3 1 2 3

Mammals 1 2 3 1 2 3

Birds 1 2 3 1 2 3

**ARTS & CRAFTS Interest level Skill level** Trees/plants 1 2 3 1 2 3

Ceramics 1 2 3 1 2 3 Fossils 1 2 3 1 2 3

Candle Making 1 2 3 1 2 3 Fishing 1 2 3 1 2 3

Braiding 1 2 3 1 2 3

Leather Craft 1 2 3 1 2 3

**MAINTENANCE Interest level Skill level**

Carpentry 1 2 3 1 2 3

Tractor Operation 1 2 3 1 2 3

**PROGRAM ARTS Interest level Skill level** Weed eating. 1 2 3 1 2 3

Drama Director 1 2 3 1 2 3 Mowing 1 2 3 1 2 3

Acting 1 2 3 1 2 3 Mechanical Ability 1 2 3 1 2 3

Story Telling 1 2 3 1 2 3 Landscaping 1 2 3 1 2 3

Group Games 1 2 3 1 2 3

Decoration 1 2 3 1 2 3

Photography 1 2 3 1 2 3 **SPECIALIZED SKILLS Interest level Skill level**

Videography 1 2 3 1 2 3 Food Service 1 2 3 1 2 3

Sound Board Operator 1 2 3 1 2 3 Dish Room Operation 1 2 3 1 2 3

Secretarial 1 2 3 1 2 3

Retail Sales 1 2 3 1 2 3

Custodial 1 2 3 1 2 3

**MUSIC Interest level Skill level** Laundry 1 2 3 1 2 3

Song Leading 1 2 3 1 2 3

Special Music 1 2 3 1 2 3

Group Singing 1 2 3 1 2 3

Singing 1 2 3 1 2 3 **ADVENTURE SPORTS Interest level Skill level**

Piano 1 2 3 1 2 3 Rock Climbing 1 2 3 1 2 3

Guitar 1 2 3 1 2 3 BMX Bikes 1 2 3 1 2 3

Archery 1 2 3 1 2 3

**OTHER CERTIFICATIONS (Please include a copy of all certifications)** Gymnastics 1 2 3 1 2 3

First Aid Yes/No Golf 1 2 3 1 2 3

CPR Yes/No Basketball 1 2 3 1 2 3

EMT Yes/No

**EMERGENCY INFORMATION PLEASE WRITE PLAINLY-In case of Emergency, this is how we will contact your family.**

Mother’s Name: Phone Numbers:

Father’s Name: Phone Numbers:

Cell Cell

Guardian’s Name:

Phone Numbers:

Cell

Other: Phone Number: Relationship

**HEALTH RECORD and MEDICAL INFORMATION**

Height\_

Weight\_

Hair color

Eye color\_

Doctor’s Name\_

Phone Number

\*please include a copy of your insurance card along with your Hospital preferences if applicable.

**Allergies: Immunizations Medications Health History** (check all that apply) (list below)

No Known Allergies Tetanus /

Frequent Sore throats

Drugs:

Bees:

Plants:

Foods:

Poison Ivy

Other:

MMR / Polio / TB\_ /

Other:

Ear Infections

\_Stomach Upset

\_Asthma

\_Sinusitis

\_Sleep Walking

\_Fainting

Any other relevant health related Instructions:

I hereby attest that all the information on this application is true to the best of my knowledge. If employed by Camp Yorktown Bay, I give permission for criminal background checks to be performed to verify eligibility for this job. In case of emergency I hereby give permission to the physician(s) selected by the camp directors if necessary to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for me.

If employed by Camp Yorktown Bay, I give permission for pictures and videos of me to be used in camp promotional material.

Applicant’s Signature\_

Date

Guardian’s Signature\_

(Guardian’s signature only required if applicant is below 18 yrs. Of age)

**Mail Application to: ARKLA Conference**

**Jeff Villegas**

**PO Box 31000**

**Shreveport LA 71130-1000**

Date

\*Upon being considered for employment at Camp Yorktown Bay, you may get a Facebook friend request from Jeff

Villegas, ARKLA Conference Youth Director. Please accept the friend request so your page can be viewed.

HR 4.1, 4.2, 4.3 Annual Staff Screening – Voluntary Disclosure Statement, NSOPW

I hereby attest that all the information on this application is true to the best of my knowledge. If employed by Camp Yorktown Bay, I give permission for criminal background checks to be performed to verify eligibility for this job. In case of emergency I hereby give permission to the physician(s) selected by the camp directors if necessary to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for me.

If employed by Camp Yorktown Bay, I give permission for pictures and videos of me to be used in camp promotional material.

Applicant’s Signature\_

Date

Guardian’s Signature\_

(Guardian’s signature only required if applicant is below 18 yrs. Of age)

Date

HR 5.1 Staff Screening – Criminal Background Checks

Everyone working at CYB must have a Shield the Vulnerable or the new program, Verified Volunteers Certificate of completion. If you DID the online class last year you will NOT have to do it again this year. It is good for three years. If you did NOT take the class last year, go online to [www.ncsrisk.org/Adventist](http://www.ncsrisk.org/Adventist) and take the new class. If you are 18 and above, you must also click on the Screening tab for a background check. The ARKLA Conference will pay for your background checks. Please do this a.s.a.p. so we can get any results back. You CANNOT WORK at CYB without this certificate… and/or background check.

HR 6.1 Job Descriptions / Information

See staff portal page on website

HR 7.1 Personnel Policies

The purpose of the following policies is to strengthen our overall camp program. Items are included here in order to accomplish our goals, and are not necessarily on the basis of right or wrong. These policies and guidelines are for everyone, including staff members.

**APPEARANCE:**

**You are to be the model for Christian leadership while at camp.** We expect our staff to

happily give direction and leadership for our campers.

**Women –**

Cosmetics:

The natural look is best! ANY cosmetics that look artificial are not appropriate.

Clothing:

Clothing is to be kept clean, in good repair, and in good taste. Low cut blouses, spaghetti straps, excessively tight clothing, or clothing that is revealing or suggestive, is **not allowed**. Blouses/shirts must cover the stomach and show no cleavage **at ALL times,** and especially when hands are raised above the head. Shorts must be modest, and at fingertip length when your arms hang at the side.

Hair:

Hairstyles must be clean and attractive.

Jewelry:

Jewelry is not allowed. This includes all types of rings, earrings; necklaces; and decorative bracelets. Exceptions are wedding bands, watches, and medical alert insignia.

Fingernails:

Fingernails must be kept clean and natural.

Swimsuits:

Modest and conservative one-piece swimsuits are required.

**Men –**

Clothing:

Clothing is to be kept clean, in good repair, and in good taste. Excessively tight clothing, or clothing that is revealing, or suggestive, is **not allowed**. Pants are not to hang on ones body so that under garments show. Shirts are to be worn when not swimming. Shorts must be modest, and at fingertip length when your arms hang at the side.

Hair:

Hairstyles must be clean and attractive.

Swimsuits:

Modest and conservative swimwear is expected. This excludes “racing” style

(Speedo’s) swimwear.

Jewelry:

Jewelry is not allowed. This includes rings, earrings, necklaces, and decorative

bracelets. Exceptions are wedding bands, watches, and medical alert insignia.

**SABBATH:**

Celebrate! Relax! Reflect! Accept the challenge and the invitation to make Sabbath the best day of the week. All staff members have the privilege to attend, and be involved in, the Sabbath services and activities. On Sabbath morning, Sabbath camp clothes are to be worn. For the ladies this should be a casual, modest dress, or skirt and blouse. For the gentlemen this means slacks and a casual shirt.

**BEHAVIOR:**

**LOYALTY:**

Staff members are expected to maintain their loyalty to God, the Camp administration,

and to one another. Being loyal to God is the most important of all. An attitude of cooperation will go far in ensuring your summer is enjoyable and meaningful. You may not always understand, or agree, with everything that happens at camp. Regardless, each of us has an obligation, as a ministry team member, to cooperate and be enthusiastic in making summer camp a success for everyone.

**PERSONAL MUSIC:**

Your personal music should accomplish the goal of uplifting you, those around you, and

enhance your relationship with Jesus. CYB wants our staff and campers to be able to hear and honor God’s still small voice. Your personal music should not be heard outside of your living quarters, even if those around you don’t mind. Staff will not wear personal music devices in public.

**CAMPER - STAFF RELATIONSHIPS:**

We are here to serve our campers. It is expected that campers will be treated with understanding and Christian love at all times. Staff members are expected to become a loving parent figure to their campers. **Flirting, or dating, any camper, regardless of age, is not permitted.** Giving backrubs, or carrying campers of the opposite sex on your shoulders, is unacceptable. Any type of physical, emotional, or sexual abuse is also unacceptable and may result in legal action.

**CONDUCT:**

As outlined in the Camp Yorktown Bay (CYB) Manual, and the Seventh-day Adventist Church

(SDA) Manual, it is only by God’s power that we bring personal actions and habits into harmony with a Christ-like lifestyle. No matter where you go, or what you do, you are a representative of CYB, your church, and most importantly, Jesus.

**DEVOTIONAL LIFE:**

Staff worships are required, however, they alone will not be enough to sustain you this

summer. Make time each day for just you and Jesus. You will never be the same if you take this time with Him.

**STAFF MALE/FEMALE RELATIONSHIPS:**

Relationships are very important. For our relationships to grow and mature, it requires

that **good judgment be used at ALL TIMES.** If you choose to date another staff member, it is expected that you be aware of how others see that relationship in public, and in private.

Always be sensitive to every situation. Even though no misconduct was intended, your situation could still be open to questions, or criticism.

Your public display of affection must always err on the side of being conservative. Remember, not only is Jesus watching your relationship, but so are young campers, visitors on campus, and other staff members. Always demonstrate a positive and Christ-like display of friendship and respect in your relationship.

Some relationships could cause our ministry team to be divided and weakened. At no time are your relationships to interfere with the assigned work responsibilities of the persons involved.

Remember that other staff members, and campers, need your time and energy as well.

Therefore, do not isolate your attention to just one staff member.

Remember, that couples acting irresponsibly, or immorally, are subject to dismissal.

**SLEEP and REST:**

Summer camp is a busy place. It is easy to get involved in a project and lose track of the time. To avoid fatigue, and to keep attitudes positive all summer, **adequate rest is a necessity** for every staff member.

This policy applies to everyone in camp, so please inform any visitors that you may have on campus.

Should a circumstance arise that requires you to stay up later than 11:00 pm, please make

arrangements with the camp director, or leadership staff person on duty for the day.

**Taps signifies quiet time in camp.** Lights out occurs in the girls/guys villages at the same time as taps. Please **be considerate** of those who go to bed early and get up early.

The dining/office complex and staff lounge will be closed at 10:45pm, at which time staff should immediately go to their own rooms. Everyone should be settled down and quiet for the night in his/her own room, by 11:00pm.

**AUTHORITY:**

The Camp Director is responsible for all staff and camp activities. When the director is

away, the Assistant Camp Director and camp Ranger fills this role. Should both need to be off campus, another person will be assigned to handle responsibilities until they return. Other situations may also arise that require the director’s authority be delegated to another person, even if the director is on campus.

**CAMPER CARE AND DISCIPLINE:**

**Counselors are directly responsible for the care, control, and correction of the campers under their supervision.**

Counselors are to keep their village directors informed of any and all problems. If you are

having a problem with a camper, seek counsel from your village director. If necessary, the

camp director will become involved.

**Village directors are responsible for the counselors in their village.**

The only time you should discipline a camper that is **not** under your direct supervision is:

o When the camper is involved in an activity under the direction of another staff member. For example, lifeguard, boating instructor, horsemanship instructor, etc.

o When the camper is acting in a way that will result in injury to him/herself or another person.

o When the camper is being disruptive in a camp group activity.

If you must discipline a camper that is **not** under your supervision, immediately inform the counselor responsible for the camper, and the village director if necessary. Ensure that the counselor and/or village director know what happened, and why, and how, you intervened.

**CHILD ABUSE:**

All employees of Camp Yorktown Bay, 18 and above must complete the class and background

check at https://www.nadadventist.org/asv. Those employees under 18 must take the class for the background check. You will receive a certificate of completion.

Any evidence of physical, emotional, or sexual abuse of a child by a staff member is grounds’

for dismissal and possible legal action.

**AT NO TIME SHOULD ANY ONE STRIKE, SHOVE, OR HARM A CAMPER!** If you witness such action—report it immediately to the Camp Director.

**AT NO TIME SHOULD ANY ONE EVER VERBALLY ABUSE OR BELITTLE A CAMPER!**

If you witness such action report it immediately to the camp director.

Should an accusation be made against a counselor or staff member, that person will be suspended until a thorough investigation is completed. A suspension may require the accused to leave the CYB premises while under investigation. An accusation does not mean the accused is guilty. It simply means that the Camp Director must protect the camper and the accused until the investigation has completed.

Any CYB staff member who suspects that a child is being abused, immediately report that suspicion to the Camp Director or the camp nurse/doctor. **Do not offer counsel on your own.**

**LODGING:**

Staff members are expected to keep their assigned rooms, and activity areas, **neat and clean**. Plan for weekly room inspections.

**Staff members are not allowed in the lodging areas of the opposite sex. Non- compliance WILL result in dismissal.**

Staff members under the age of 18 MUST have documented parental permission to spend the night off campus during their scheduled time off.

During family camp week, counselors will need to temporarily move all of their things out of their assigned rooms.

**BARE FEET:**

Protect bare feet by wearing shoes at all times.

**DINING ROOM:**

Appropriate clothing, shoes, and shirts are required dress in the dining room.

**DISMISSAL:**

Occasionally staff members will be dismissed for sufficient cause and after due notice by the Camp Director. Camp management reserves the right to relieve the staff member of all duties at once. If dismissed, the staff member will receive his/her salary up to the final day worked. Staff members may or may not receive written notification of termination. Reasons for dismissal include, but are not limited to:

Any form of child abuse

The use of illegal drugs

Refusal to obey or follow camp rules

The use of alcohol and/or tobacco

Inappropriate or immoral behavior

The inability to work with other staff members

The inability to work with or follow directions of the CYB administration

Falsifying any information on camp documents, applications, and/or medical forms.

Demoralizing—or talking ill about the camp.

**EMERGENCY LEAVE:**

The Camp Director must approve emergency leaves.

**EQUIPMENT:**

Tools, key supplies, and programming items must be checked out for staff use. Items

not returned will be billed to the borrower. Each lost, and non-returned, key will result in a $10.00 charge that will be deducted from a staff person’s earnings.

**FOOD:**

NO food is to be stored or eaten in the cabins.

**GASOLINE PURCHASES:**

The camp gas pumps are to be used for camp business only.

**INVENTORY:**

Each department director must complete, and turn in, an inventory of equipment and supplies at the end of the camping season.

**MEDICAL FORMS and ILLNESS & INJURY**

All minors MUST have their parents/guardians sign the emergency medical release form at registration. NO EXCEPTIONS. Your personal insurance information must be on file in the camp office.

If **a staff member’s health** comes into question during their employment with CYB, camp management reserves the right to require a health examination by a physician of the camp’s choosing and / or sending the person home.

Please **DO NOT take risks!** In case of **injury or accident**, report to the camp nurse/doctor immediately! An accident report must be filled out at the time of injury in order for the Camp Insurance to pay for treatment.

In case of illness, the nurse will determine if you need to be excused from your work

schedule and will see that your supervisor is notified. The Camp Director, in

consultation with the camp nurse/doctor, will determine when an individual may resume their work schedule.

Any injury, or illness, of two days or longer, which requires bed rest, crutches, or which significantly reduces your ability to do assigned tasks, may require recuperation off campus.

All d o cto r ’s v is its and me d icines for illnes s, aller gies and anything no t no rm ally taken

care of by the camp nurse are the staff members responsibility.

**KITCHEN:**

**Only kitchen staff and kitchen helpers are allowed in the kitchen.** Check with the

main cook before taking any food out.

**PERSONAL BELONGINGS:**

The camp administration assumes no responsibility for the staff’s personal belongings

and/or valuables. Staff members may check valuables/personal items into the office for safekeeping.

A staff member’s personal belongings should never:

Endanger the life or safety of another human or wild life

Distract others from their assigned duties

Violate ANY camp policy or guideline

Be annoying to others, including staff and campers

**SCHOLARSHIPS:**

Staff member’s salaries may be applied to their Adventist Academy, or College, tuition

bill for the next school year. This salary, or scholarship, can be directly applied to the student’s academy/college tuition account at the end of August, as agreed to at the time of initial employment. Some schools may only require notification of work time, and you will have to deal with the money. (like Southern)!

**STAFF VEHICLES:**

**ALL vehicles must be registered with the camp office**. Personal vehicles are NOT to

be used as camp/camper transportation unless requested, and documented, by the camp director. Staff members under the age of 18 MUST have documented parental permission to ride with other staff members in their personal vehicles. We prefer that you do not loan your vehicles out. If you choose to do so, CYB will not be liable for any damages.

**CONFLICT RESOLUTION:**

When you agree to become an employee of Camp Yorktown Bay, you also agree too align

your behavior to the policies and principles of the camp and its administration. Your attitude needs to be positive and agreeable.

It is expected that all staff members will follow the clear Biblical principles of conflict resolution. Staff members should consult with their supervisor if they find themselves in a difficult situation. The camp Director will become involved as needed.

**GUESTS / VISITORS:**

A “CAMP GUEST” is anyone staying at CYB, regardless of his/her length of stay, who is

not a registered camper, or recognized staff member. **Prior arrangements must be made with the camp secretary AND camp director for all guest meals and lodging**. This applies to ALL relatives, friends, and visitors of staff members.

**Staff members must make all required financial arrangements for their guests**. Otherwise, guest meals and lodging will automatically be charged to the staff member being visited.

Visitor arrangements are handled on a first-come, first-served basis with one exception: Staff members who have not had any guests will have priority over those who have already had guests.

Whether a guest’s visit is expected, or not, **staff members should not expect special privileges or time-off.** It is the responsibility of staff members to advise family and friends of their CYB responsibilities and their scheduled time-off, so visits can be planned accordingly. Visitors are not to hinder staff members work schedules and responsibilities. **The camp Director should be notified of any visitors on campus.** Visitors are required to check in at the camp office.

**STAFF MEETINGS:**

All Staff members are expected **to attend Sunday staff meetings**.

**STAFF WORSHIP:**

Staff worship is held Monday - Wednesday – and Friday. Staff members **are excused** from morning worship on their day off. Morning worship will begin at 7:00 a.m. Please be on time! On Tuesday, Thursday, Saturday, and Sunday you are strongly encouraged to keep up with your personal devotionals.

**CAMP SUPPLIES:**

The camp director MUST authorize all camp purchases for any area.

**TERMINATION AGREEMENT:**

A staff member’s contract will continue only as long as the staff member complies with

its terms. If the Camp Director and/or staff member decide it is in the best interest of the camp, or their own best interest for the staff member to leave, employment shall be terminated. If dismissed, the staff member will receive his/her salary up to the final day worked. Staff members may or may not receive written notification of termination. In the case of dismissal, early departure, or if camp is shortened by fire, epidemic, accident, etc., the staff member’s salary shall be prorated.

**SCHEDULED TIME OFF:**

Each staff member will receive one (1) 22-hour break from work each week, as

scheduled by the village directors. The time off schedule will be decided on during staff orientation week. Your scheduled time off will remain the same throughout the summer. Exceptions to the time off schedule are:

If all or part of the time is forfeited due to reasons stated in these guidelines or policies.

If extra supervision is required during a camp week. Some staff members may not receive time off during those weeks.

**TIPS/GRATUITIES:**

Staff members are requested to graciously refuse any tips, gifts, or gratuities from anyone. Instead, please direct generous guests to the camp office.

**WAGES:**

FICA, Federal, and State income taxes will be withheld and reported to the IRS. W2 forms will be sent to the staff member during February, following the year worked.  **It**

**is th e staff member’s resp o nsibility to let the A rkansas -Louisiana Conference treasurer’s o ffice know o f any change o f add ress to send your W2 forms at the end of the year**. Send a change of address to Arkansas- Louisiana Conference, Attention: Treasury, P.O. Box 31000, Shreveport, LA 71130-

1000.

**Your summer pay** will accumulate each week and **will be paid in one sum at the end of August.** All staff will be paid by Direct Deposit only and your bank forms must be in the office at the beginning of the summer. If you need to ‘borrow’ from Camp Yorktown Bay for unexpected items, anything you do not repay will be deducted from your earnings as an “advance”.

If you buy authorized items for CYB, you must turn in a receipt to the Office Manager to get reimbursed. Any money given as “advance” will be charged to your salary unless you have it covered with authorized receipts that have been turned in and noted.

**SERVICES:**

**HOSPITALIZATION / COMPENSATION:**

Each employee at Camp Yorktown Bay is covered by Workmen’s Compensation Insurance.

 You are also covered at CYB with a  **primary Accident Insurance,** up to $3500 per accident.

**Any other medical needs;** sickness, allergies, or medicine costs **will be your responsibility**

**and may be covered by your personal insurance**. A camp nurse is on duty at all times.

**\*\*In case of an accident, an accident form** must be filled out by the camp Director, Ranger, or Office Manager and an insurance form **must** be obtained -- **before** a camper, staff member, or guest leaves for medical treatment at any off site medical facility, or physician’s office. \*\***This insurance form must be filled out by the doctor at the time of service and sent to the Conference Office in order for the Insurance to cover the expenses..**

**LAUNDRY:**

Laundry service is provided for all staff members. Designated hours will be posted when laundry may be left for cleaning, and when it can be picked up. ALL CLOTHES

MUST BE LABELED with your name, to ensure their return.

**STAFF USE OF ACTIVITY AREAS:**

Specific times will be scheduled for staff members to go water skiing, swimming, and

horseback riding. Activity area directors must schedule and give approval, for special staff activities in their areas, so there are no conflicts with previously scheduled events.

**TELEPHONE:**

The office phone is to be used for Camp Business ONLY, however, if you have a valid emergency, please notify the camp director for permission to use the phone.

**CELL PHONE AND ELECTRONICS:**

Cell phones and electronics are to be restricted to off times, and not used in front of campers. There are only certain areas at the camp that a cell phone works. Calls may

need to be made away from camp on your day off.

**INDIVIDUAL STAFF EVALUATIONS:**

One of the main goals of our Summer Camp Ministry is **to nurture strong spiritual**

**leaders.** Staff evaluation with you, your supervisor, and camp Director, is an important part of that growth. Staff members will have an opportunity to evaluate the Camp Director and activity supervisors, at the end of the camping season.

It is the responsibility of all members of the camp team to **keep the lines of communication open. Your feedback is important** and helps make CYB a successful youth ministry.

**STAFF LOUNGE:**

The main room of the lodge and lodge kitchen is the staff lounge. This area is available

for the staff **from 8:30am to 9:30pm**. Gentlemen must use restrooms in the guy’s village, or dinning hall. After use, these areas are to be cleaned up and left in good shape.

**STAFF PARTIES:**

Staff parties may be held during the summer for all camp staff. Leadership staff will plan these events.

**STAFF PHOTOS:**

Every year a summer staff photo is taken. Staff members may purchase their own copy at the camp store.

**ST 35.1 Camper Supervision Ratios and Staff Age - in General**. (Group Policy)

**Safety/Emergency:** Groups must include a nurse, a first-aid and AED certified person, or its equivalent. Safety and emergency personal must be certified by The American Red Cross or The American Heart Association. For non- emergency medical situations, (i.e. minor cuts, scrapes, stings, etc.) we encourage each group to bring their own first aid kits. We also have a first aid kit in the main office, at the swim shed, at the barn, and in the cafeteria. **For all emergencies, call 911 or Saint Vincent Hospital at 501-622-1000.** Staff supervision must be 18 years or older, with the following staff to camper ratio.

Camper Age Number of Staff Overnight Campers Day Only Campers

5 years & younger 1 5 6

6-8 years 1 6 8

9-14 years 1 8 10

15-18 years 1 10 12

**Water Safety:** All groups who are swimming (except children being watched by parents) must have a certified lifeguard. Watercrafts of any type are not allowed in the swimming area. Life jackets are available upon request. Regulations are posted in each aquatic area; therefore, it is the responsibility of the group leader and lifeguard to inform all participants of the safety rules and procedures. Lifeguard must be certified by The American Red Cross or UMCA.

HR 8.B One-on-One Camper / Staff Interaction

**UNOBSERVED ONE-ON-ONE INTERACTION WITH CAMPERS**

No camper will ever be left unattended or unsupervised during camp ministry programming or activities. CYB staff members and volunteers are prohibited from being alone with an individual camper in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single camper, that staff member or volunteer will take the camper to a room or building occupied by others, or to a location easily observed by others. (Example: If a

camper desires conversation or counsel with a staff member or volunteer after regular programming has concluded, the

staff member or volunteer to relocate the discussion to a place where other staff members are present, or which is easily observed.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving to ensure that there is no camper left unsupervised.

Any two campers together in an unseen or less easily viewed area should be redirected to another (more open) area.

**AD 22.1**

**CAMPER INTERACTION IN PUBLIC**

No camper will ever be left unattended or unsupervised during outings outside of the camp premises. All appropriate staff/camper ratios will be maintained and campers will be required to stay with the group. Campers will use the buddy system when needing to use public restrooms. Line call/attendance will be taken frequently to ensure all members of the group remain together. If a camper becomes lost or is missing from the group, the campers will remain in a designated area with a staff member. The other staff members would then go looking for missing camper. Staff should inform camp director of missing camper.

**APPROPTRIATE ONE-TO-ONE INTERACTIONS WITH CAMPERS**

CYB recognizes that meeting the emotional needs of campers may occasionally require staff member and volunteers to meet with them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with campers.

Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the CYB Administration.

In the event a closed-door meeting must occur, the staff member must inform another staff member and ensure the door remains unlocked.

Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed.

HR 17.1, 17.2, 17.3 Behavior Management and Discipline Staff Handbook

Summer camp contributes uniquely to the personality and character of our campers, and can influence the kind of persons they will become. Camping has lately been considered a vital part of a child’s growth and development, and ranks in importance with his/her schooling. For these reasons, we want to encourage our campers to:

**Use good judgment**

**Establish firm religious beliefs**

**Gain new and lasting friendships**

**Learn to work and play with their fellow campers**

**Make worthy contributions to their home communities**

Camping is also a very valuable growth experience for counselors and staff. The following suggestions will be helpful in offering guidance and direction. All of these suggestions cannot happen overnight, however, if you are aware of the opportunities available, even a little bit of progress in any of these areas will prove valuable.

Be ever mindful of **the need for “FUN”**. Happy campers seldom become problem campers.

When teaching a new skill, don’t be dry and bookish. Be thorough with your lesson, but use an informal, friendly, and lighthearted manner.

No one enjoys careless standards of conduct. Campers will soon lose respect for a leader

who tolerates such laxness, and will eventually refuse to obey.

Remember that a REQUEST gets a better response than an ORDER. However, when an order needs to be given – **it must be enforced**.

When deserved, **give praise freely** to your campers. However, if used too often, or for mediocre performance, it loses value.

Avoid nagging and do not be excessively fussy about details. **NEVER RESORT TO SARCASM!** Such tactics take the heart out of people and make them stop trying to do their best.

Know your campers—so you can foresee impending problems and avert them, if possible. If Johnny is complaining he doesn’t like his dinner, don’t wait until the whole group is lamenting about their dislikes. Quietly remind Johnny, “We talk about pleasant things at the table,” and find something positive to point out.

**Avoid a public scene whenever possible.** Reprimanding someone in front of others hurts their pride and makes them react by: (1) giving up, or (2) becoming resentful and intent on revenge. **Give the person a chance to “save face” by talking to them in private.**

**“In dealing with temper, the main thing is that you remain calm yourself** – take the child away from the anger provoking situation. Let the anger run its course, and when the child is ready, return to the group. Later, discuss emotional upsets with the child, but do not let the child feel that emotions are unnatural, or make the child feel different from the others.” Refer to “The Camp Counselor Book” pg. 19.

**NEVER USE PHSYICAL PUNISHMENT!** It seldom brings about the desired result and may involve you and the camp in a lawsuit for abuse.

Understand the dynamics of group pressure and group opinion. Young people can be cruel, and extreme, in their retribution and judging of each other. This is why every counselor MUST be with his/her assigned campers at ALL TIMES. The only exceptions are when others supervise them in scheduled classes, or activities.

Use disciplinary measures sparingly. Do not discipline out of spite, or in an effort to save your own pride. Punishment is easy to administer, and seems to get quick results, but it is often misused. The superior counselor handles his/her group so skillfully that disciplinary problems seldom occur. ALWAYS, without exception, inform the village director of ANY disciplinary measures being considered, and make the decision together on how to proceed.

The best counselors are often the ones who stay with their assigned campers during all of

their scheduled activities. Be involved and offer encouragement as much as possible.

CYB Camp Objectives

To encourage campers to have a personal and devoted life in Christ Jesus through the study of the Word, and prayer.

To give campers the opportunity to experience God through an increased awareness of His creation.

To provide campers an environment where campers can get outdoors and enjoy different activities that promote healthy bodies and minds.

To introduce campers in the knowledge of different activities including outdoor skills, which may lead to a lifetime of enjoyment in outdoor recreation.

To provide an opportunity for the camper to develop his or her social skills through individual and group experiences with peers.

To provide a safe and friendly environment.

To teach the value of teamwork and respect for others and their property.

Staff Orientation Week is Scheduled for the week before camps start. Staff Handbook lists the training schedule for all staff and assignments to work areas.

**AD 33.1 Activity Information and Permission**

Contract of Release and Assumption of Risk Agreement

In case of emergency, I hereby give permission to the physician(s) selected by the Camp Director if necessary, to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my family as listed below. I realize that camp activities have inherent risks, especially high-risk activities such as horseback riding, rock wall, waterskiing, and ropes course. I knowingly accept these risks and agree to release Camp Yorktown Bay and the Arkansas-Louisiana Conference of Seventh-day Adventists and the parent organization from any and all liability, and responsibility. Further, I agree to indemnify and hold harmless said organizations from any and all claims, damages, injuries, and expenses arising out of or resulting from my participation in activities at Camp Yorktown Bay.

A**D 35.1 Overnight Trips**

OVERNIGHT TRIPS

The Activity Director is responsible for planning all aspects of the trip. This includes travel destinations by vehicle, foot, or boat; equipment needs; health and safety needs; and personnel needs.

The Activity Director & Service Food Director are responsible for planning the menu and food list for

the trip. This information must be given to the Kitchen 24 hours in advance of the trip (sooner if there are special food requests/needs).

The Assistant Camp Director and the Programing Staff are responsible for checking and preparing all

equipment necessary for the trip 24 hours in advance of departure. Depending on the trip, this may include:

Tents, Cook Stoves, Fuel, Water Filters and Containers

Adequate First Aid Kits/Supplies

Lifeguard equipment (rescue tube, pocket mask and gloves)

Canoes/Kayaks, Lifejackets, Paddles, Safety Throw-Bags

The Activity Director is responsible for:

Acquiring camper health and medical release forms, as well as any camper medications from the Camp

Nurse.

Being familiar with Emergency Procedures for trips – including information on the location and contacts for emergency services in the area of travel.

Providing campers with a Pre-Trip Orientation that includes trip safety procedures and packing lists.

Will provide the office with a complete itinerary that includes dates and destination, planned activities, camper and staff names, and staff cell-phone contact numbers.

Upon return, the trip leader along with team will clean vehicles, clean and return equipment, return first aid kits and medications to the nurse, AND provide a Trip Report to the Program Directors.

Drinking Water Treatment:

All drinking water from “non-tested sources” (i.e. natural bodies of water) must be treated with one of the following methods:

Iodine Treatment

Bring to a full boil

Ceramic Filter Pump

Filter pumps are to be used only by staff and only after training and practice. Food Preparation and

Storage:

Food must be prepared and stored under safe and sanitary conditions; maintaining food at proper storage temperatures.

Food dishes and utensils must be cleaned and sanitized after each use. Use a three step approach:

warm soapy wash, cold rinse, hot sterilizing rinse.

Sanitation, Trash, and Fires:

All trash is to be carried out.

All washing should be done well away from bodies of fresh water and only biodegradable soap should be used.

No soap or scraps should be put into or drain into any body of fresh water.

When privies are not available a person should be at least 100 feet away from campsites and downstream from water sources. Holes should be 6-8 inches deep and completely covered when

finished.

Campfires should stay within reasonable size and only occur in designated campfire rings.

Equipment:

Stoves are to be used only by trained staff and campers.

Tents are for sleeping in. Food, backpacks, and knives do not belong in the tents.

Place tents in designated campsite areas only.

Sawing and splitting wood must be supervised by a trip leader and should follow

CYB guidelines.

In the event that a participant is unable to continue on a trip (i.e. illness, injury, etc.), the The Activity Director will contact the Program Directors in consultation with Camp nurse to determine whether or not the entire group will return to camp, or whether alternate pick-up arrangements can be made utilizing other staff members.

In addition to the above procedures, Camp Yorktown Bay strives to lead by example by following and teaching Minimum Impact backcountry ethics and practices. In doing so, we practice a carry-in/carry-

out policy with all materials, we keep our group sizes small, and we instill respect for the natural environment. All staff members will be introduced to the Leave No Trace guidelines to facilitate their knowledge of these practices.

TRIP ORIENTATION Safety Rules:

1. Before departing, staff are to take each member’s health forms including consent to treat forms.

2. Those participating in mountain hikes must wear appropriate footwear such as hiking boots.

3. Those participating in river trips must wear appropriate water footwear that has straps or laces to keep the footwear in place (flip-flops are not acceptable).

4. Any time there is a junction in a trail, the lead hikers must wait until the entire group is together before advancing.

5. All participants on river trips of any nature must wear an approved lifejacket. Helmets are required for

all kayak trips.

6. All swimming must be supervised by a certified Lifeguard that is stationed on land.

7. Participants are responsible for informing trip leaders of issues that may arise and impact participation.

This may include illness, injuries, and personal comfort issues.

8. Leave No Trace principles will be instilled throughout the trip.

9. In the event of an emergency, trip leaders will organize the group and provide direction as to the best course of action.

10. Proper conduct is expected at all times. Staff and campers represent Camp Yorktown Bay when off- campus and interacting with the public.

TRIP SUPERVISION RATIOS

A ratio of one counselor per every 4 campers will be maintained on all mountain trips. (Minimum 2 adult staff)

 A ratio of one counselor per every 6 campers will be maintained on all river trips. (Minimum 2 adult staff)

A ratio of one lifeguard per every 20 campers will be always maintained during off- campus swim trips. (Minimum 2 adult staff)

PROTECTIVE HEADGEAR FOR HORSEBACK RIDING

Equine Helmet Use Policy:

All youth 18 years and under, participating in any equestrian activity, are required to wear properly fitted protective headgear which meets or exceeds current ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards with the chin harness securely fastened at all times while riding an equine. CYB staff is responsible for making sure that the headgear worn complies with appropriate safety standards for protective headgear intended for equestrian use, and is properly fitted and in good condition.

Camp Yorktown Bay Adult Helmet Waiver, Assumption of Risk, and Release of Liability

I, the undersigned, recognize the inherent dangers of riding equines (horses, mules, burros). I wish to participate in The Camp Yorktown Bay riding activities. I realize that I am subject to injury from this activity and that no form of preplanning can remove all of the danger to which I am exposing myself. I am aware that

Camp Yorktown Bay requires that all minor riders must wear and strongly recommends that all adult riders should wear ATSM/SEI approved equestrian helmets at all times while mounted. I am aware that an

ATSM/SEI approved equestrian helmet can prevent head injuries and/or traumatic brain injuries in the event of

an accident. Despite Camp Yorkton Bay’s policy, I am refusing this critical safety precaution, and I am

assuming all risk of injury to myself by my refusal to wear an equestrian helmet.

I am aware that:

A. Horses tend to behave in ways which may result in injury, death, or loss to riders, or other persons in the immediate vicinity;

B. Horses may react in an unpredictable way to sounds, sudden movement, unfamiliar objects, persons, or other animals;

C. Riding a horse may give rise to a risk of injury from hazards arising from the surface or subsurface of the ground in which these riding activities occur;

D. While near a horse or while riding a horse, I may be involved in a collision with another horse, another animal, a person, or an object;

E. Other participants in the program may fail to maintain control over a horse or fail to act within their abilities,

thus causing harm to me or other participants; and

F. Other participants in the program may act in a negligent manner, which could result in harm to me.

I, the undersigned, on behalf of myself, my successors, assignees, agents, and my heirs and executors, hereby release, waive, forever discharge, and covenant not to sue Camp Yorktown Bay, and its trustees, officers, agents, employees, students, and volunteers (collectively “Releases”), for any and all liability whatsoever for any and all damages, losses, or injuries (including but not limited to death) to persons or property or both, including but not limited to any and all claims, demands, actions, causes of actions, damages, losses, injuries, costs, expenses, and attorneys’ fees, that may be sustained while I am attending and/or participating in any Camp Yorktown Bay activity or any activity carried on by me in connection therewith, including injuries sustained as a result of the negligence of Releases.

I have read, understood and accept the Camp Yorktown Bay Adult Helmet Wavier.

Name (printed): Date:

Signature:

Signature of parent or guardian (MANDETORY):

PA 3.1, 3.2 SWIM – LIFE GUARD CERTIFICATION See Current Staff Certification File

**Water Safety:** All groups who are swimming (except children being watched by parents) must have a certified lifeguard. Watercrafts of any type are not allowed in the swimming area. Life jackets are available upon request. Regulations are posted in each aquatic area; therefore it is the responsibility of the group leader and lifeguard to inform all participants of the safety rules and procedures.

PA 4.1 SWIM – LIFE GUARD SKILLS

Site Specific Rescue and Emergency Skills Varification for Watercraft Supervisors

Waterfront/Aqatics Director/Supervisor:

Training Environment Lake River Surf Other

Date:

Watercraft Activity

\_Canoeing \_Kayaking Waterskiing Wake Boarding

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| Skills | Staff Names | | | | | | | | | | | | | | |
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| Knowledge of the aquatic  environment where the activity takes place |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge of the aquatic facility (dock set up, moorings, equipment storage, etc.) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge and familiarity of small craft equipment (vessels, motors, paddles, sails, PFDs, etc.) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge of potential water and weather conditions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge and implementation of emergency procedures for severe weather |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Basic Water Rescue | Basic Water Rescue | | | | | | | | | | | | | | |
| Help-and-huddle positions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reaching assist with equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reaching assist without equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Throwing assist (ring buoy, rope bag, etc.) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Canoeing | Canoeing | | | | | | | | | | | | | | |
| Towing assist |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Canoe-over-canoe rescue |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Swamped canoe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kayaking | Kayaking | | | | | | | | | | | | | | |
| Towing assist |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kayak-over-kayak rescue |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sailing | Sailing | | | | | | | | | | | | | | |
| Capsize recovery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Overboard recovery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rowing | Rowing | | | | | | | | | | | | | | |
| Righting a capsized or swamped rowboat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rescuing others from the water |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Water Skiing | Water Skiing | | | | | | | | | | | | | | |
| Boarding an injured skier |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency procedures for a skier with suspected spinal injury (shallow water & deep water) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge and experience using emergency watercraft |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge and implementation of emergency procedures for specific activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Site-Specific Rescues

CPR / AED

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|  | Site-Specific Resources | | | | | | | | | | | | | | |
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See Current Staff Certification File

**Safety/Emergency:** Groups must include a nurse, a first-aid and AED certified person, or its equivalent. For non- emergency medical situations, (i.e. minor cuts, scrapes, stings, etc.) we encourage each group to bring their own first aid kits. We also have a first aid kit in the main office, at the swim shed, at the barn, and in the cafeteria. **For all emergencies, call 911 or Saint Vincent Hospital at 501-622-1000.** Safety and emergency personal must be certified by the American Red Cross or The American Heart Association.

Staff Swimming

**Staff Use of Aquatic Facilities**

Staff may not swim unless a certified lifeguard is on duty on the deck. At the lake the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

Watercraft – Open Water Life Guard Certification

See Current Staff Certification File

PA 15.2 Watercraft – Life Guard Certification: Rental Groups

Personal Water Craft(s) are allowed, but must be approved by ranger. The camp will not be responsible for any damage to your personal watercraft(s). All watercraft drivers/instructors must have a current boaters license and be accompanied by a spotter/lifeguard. Instructor rating in the activity from a nationally recognized certifying body in the aquatic activity (e.g., waterskiing) OR documented experience indicating specific knowledge and skills in teaching the activity.

PA 21.1 Watercraft – Rescue Skills

All water craft personnel meet the requirement for rescue skill. Reference PA 4.1.

PA 22.1 Watercraft – Personal Safety

**USE OF CANOES, SAILBOATS, AND KAYAKS:**

Remain outside of the swim shed when checking in, or out, equipment. Also wait for the

lifeguard to finish with other check-ins/outs before asking for equipment.

ALL persons must wear a lifejacket that fits and buckles properly.

If going outside of the buoys, you MUST sign out and sign back in when done. Sign out/in sheet will hang on front of the swim shed.

Return all equipment in good repair. Inform waterfront director of any needed repairs/damages to equipment.

**POWER BOATS AND SKIING:**

ALL boats are under the direction and responsibility of specific staff personal. Ski and

pontoon boats can only driven by designated staff. Unauthorized use of the boats is not permitted. **NO EXCEPTIONS!!**

ALL staff 17 years old and younger are **required to wear life jackets, at all times**, when

riding in the ski boats. Life jackets that fit and hook properly are required when skiing.

It is strongly recommended that all staff 18 years and older wear life jackets when riding in the ski boats. Life jackets that fit and hook properly are required when skiing or wakeboarding.

**Use of Canoes, Sailboats, and Kayaks:**

Remain outside of the swim shed when checking in, or out, equipment. Also wait for the lifeguard to finish with other check-ins/outs before asking for equipment.

ALL persons must wear a lifejacket that fits and buckles properly.

If going outside of the buoys, you MUST sign out and sign back in when done. Sign out/in sheet will hang on front of the swim shed.

Return all equipment in good repair. Inform waterfront director of any needed repairs/damages to equipment.

**Capsized Canoe**

1. Campers must complete a “tip test” prior to canoeing to receive instructions on what to do in the event of a capsized canoe. Everyone in a canoe must wear a size-appropriate PFD.

2. When the staff has spotted a capsized canoe, instruct the other campers to move away from the area. Talk to the campers and tell them to do just what they did during the “tip test.”

3. If the campers are unable to maneuver them and the canoe to safety, a staff member should canoe next to the campers and assist them.

4. There will always be one counselor in a canoe at all times. The counselor should ensure the safety of all the campers in the lake and talk them through the procedure to tip the canoe back upright.

**Use of Power Boats and Skiing:**

ALL boats are under the direction and responsibility of specific staff personal. Ski and pontoon boats can be only driven by designated staff. Unauthorized use of the boats is not permitted.  **NO EXCEPTIONS!!**

All staff **are required to wear life jackets, at all times**, when riding in the ski boats. Life jackets that fit and hook properly are required when skiing.

First Aid / CPR / AED -- Camp Staff, Rental Agreement

See Current Staff Certification File

**Vehicles:** Please park vehicles off any grass. Check with camp ranger for additional parking. All roads must be kept clear; accessible to emergency-sized vehicles. Personal Water Craft(s) are allowed, but must be approved by ranger. The camp will not be responsible for any damage to your personal water craft(s). All water craft drivers must have a current boaters license and be accompanied by a spotter/lifeguard.

**Safety/Emergency:** Groups must include a nurse, a first-aid and AED certified person, or its equivalent. For non- emergency medical situations, (i.e. minor cuts, scrapes, stings, etc.) we encourage each group to bring their own first aid kits. We also have a first aid kit in the main office, at the swim shed, at the barn, and in the cafeteria. **For all emergencies, call 911 or Saint Vincent Hospital at 501-622-1000.** Safety and emergency personal must be certified by the American Red Cross or The American Heart Association.

**Water Safety:** All groups who are swimming (except children being watched by parents) must have a certified lifeguard. Watercrafts of any type are not allowed in the swimming area. Life jackets are available upon request. Regulations are posted in each aquatic area; therefore it is the responsibility of the group leader and lifeguard to inform all participants of the safety rules and procedures. Lifeguard must be certified by The American Red Cross or YMCA.

Emergency / Medical Trip Orientation

ST 38.1

TRIP ORIENTATION Safety Rules:

1. When on a trail, the group will stay together. The slowest person sets the pace for the group.

2. Those participating in mountain hikes must wear appropriate footwear such as hiking boots.

3. Those participating in river trips must wear appropriate water footwear that has straps or laces to keep the footwear in place (flip-flops are not acceptable).

4. Any time there is a junction in a trail, the lead hikers must wait until the entire group is together before advancing.

5. All participants on river trips of any nature must wear an approved lifejacket. Helmets are required for

all kayak trips.

6. All swimming must be supervised by a certified Lifeguard that is stationed on land.

7. Participants are responsible for informing trip leaders of issues that may arise and impact participation.

This may include illness, injuries, and personal comfort issues.

8. Leave No Trace principles will be instilled throughout the trip.

9. In the event of an emergency, trip leaders will organize the group and provide direction as to the best course of action.

10. Proper conduct is expected at all times. Staff and campers represent Camp Yorktown Bay when off- campus and interacting with the public.

Sanitation, Trash, and Fires:

All trash is to be carried out.

All washing should be done well away from bodies of fresh water and only biodegradable soap should be used.

No soap or scraps should be put into or drain into any body of fresh water.

When privies are not available a person should be at least 100 feet away from campsites and downstream from water sources. Holes should be 6-8 inches deep and completely covered when

finished.

Campfires should stay within reasonable size and only occur in designated campfire rings.

**Safety Considerations**

ST 39.1

1. A staff member must obtain a hiking first-aid kit from the health care center and carry a walkie-talkie on hikes outside the main camp program areas. Carry an Epi-kit if someone in the group is allergic to bee stings. Review the symptoms and first aid for heat stroke and heat exhaustion.

2. Sign out in the camp office and notify them of your expected time of return.

3. There must be 1 staff member per 8 campers. There is always a minimum of 2 staff members present regardless of the number of campers.

4. Before leaving camp, have an orientation meeting with the campers. Talk about where you are going and the fun you expect to have! Review the procedures of Staying Found and what to do if separated from the group. Remind campers how to identify poison ivy/oak, and to check themselves for ticks when they return from the hike. Discuss safety regulations and ways they can protect the environment.

5. Check campers to be sure they have shoes and socks, a hat, water, sunscreen on, and clothing appropriate for the trip.

6. Take drinking water from camp or other tested source. Don’t drink from streams or ponds, etc.

7. When planning menus for hike lunches or dinners, choose foods that will not spoil easily in the time they are away from refrigeration.

8. Don’t take unnecessary chances with wild animals by feeding or attempting to catch them.

9. The best way to avoid rattlesnakes is to be alert! Review the “Freeze — snake” procedure with the campers. Don’t step where you cannot see. Don’t put your hands in holes in logs, trees, or rocks.

10. In case of a thunderstorm, seek shelter under low trees. Remember that lightning will strike the tallest thing.

11. In case of emergency, remain calm, and contact the camp office or health center. Follow the Camp Emergency Procedures.

**Trip Orientation** – **Medical & Emergency Assistance Information**

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

1. In the event of a major injury or accident, stay calm and evaluate the scene and 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. Look around the emergency scene. Stay with the victim.

4. Do not move the victim unless he is in more potential danger. Keep the camper safe and out of the way.

5. Is it safe to touch the victim?

6. Are you or the victim in any danger?

7. 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.

8. 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.

9. Contact the Camp Nurse first using the walkie-talkie or other means. Explain exactly where the location is, who is hurt, what kind of injury. If there is no walkie-talkie available, then you must select any nearby camper, staff member, parent, counselore, or other individual as a runner and direct them to immediately run to the Nurse’s office or otherwise designated area to notify the appropriate personnel.

10. The Camp Director will be contacted by walkie-talkie or other means to locate the appropriate authority and have that person come to the site or meet in the Nurse’s Office if the sick or injured camp participant will be relocated to the Nurse’s Office.

11. Begin collecting the facts. What happened? How? When? Where? Who saw the accident?

Witnesses? Where was the staff? Campers? What could the victim have done to prevent the injury? Fill out an incident report within 24 hours and return it to the Camp Director.

12. Once the Camp Nurse and/or the Camp Director arrive at the scene, summarize the situation and answer questions. The health care supervisor or director will take charge.

13. 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.

**Secondary Staff Member**

If you are a secondary staff member at the scene: **Camper**s’ **safety is first!**

1. You are responsible for the camper’s safety. Quickly and quietly follow the directions of the person in charge of the situation.

2. Get the other campers away from any potential danger and from the scene if possible.

Engage them in their regular activities.

3. Do not panic . . . remember, you must set an example for the campers at the scene.

4. Offer advice only if you are more knowledgeable about the incident or you are asked.

5. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials. Keep them away from any media.

6. Assist in the gathering of information; Assist in preparing reports as needed.

7. Be there to comfort them and to listen to them. Direct them to the Camp Director if they need to talk some more or if they have any questions.

**If you are out of camp (off-site):**

1. If the injury is not life threatening or is an illness, contact the camp first. Speak to the Camp Director, or Camp Nurse only. If the injury appears to be life threatening, contact 911 immediately and then contact the camp.

2. Be prepared to deal with the public and possibly the media. Do not issue any statements.

Do not make any comments “off the record.” Do not speculate. If you come into contact with the media, DO NOT SPEAK to them or allow anyone else in the group to do so. Refer them to the Camp Director or Camp Ranger who will handle the media. Do not give out any information to anyone other than camp personnel or the authorities.

3. Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the Camp Director.

4. Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved.

5. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.

6. The Camp Director will be responsible for contacting the camper's parents or guardians. You may

not contact the child’s parents unless you have authorization from the Camp Director.

PT 14.1 Aquatic Supervisor Qualifications

See Current Staff Certification File

Aquatic supervisor Qualifications meet the required standards; please reference the

Skills Varification for Watercraft Supervisors.

**Extended Trip/Travel Procedures:**

In the event that there is an extended trip planned, the following safety protocols should be adhered to:

1. There must always be atleast two adult staff members in each vehicle. In addition, both staff members should be able to drive in case of extreme circumstances such as driver fatigue, or a medical condition. Staff members need to be able to switch off driving.
2. There should always be a communication radio with each vehicle so that they can properly communicate with the rest of the group.
3. Before leaving for any trip off campus, proper planning should be made including making provisions for non-travel days, lodging, food, rest stops, etc.
4. Before leaving, the activity director should communicate with camp director alternate route options and emergency contingency plans and communicate that to all staff involved.
5. Drivers are to drive only if the weather is deemed safe. There must be clear visibility for the driver in order to continue to the trip. Any limited visibility due to rain, fog, or other nonideal weather conditions should be enough to cease travel in order to ensure the safety of all passengers.

**Specialized Activity Areas:**

Specialized activity areas such as Horsebarn, Rock wall, archery, and ropes course are off limits to campers, staff, and guests, outside of a designated time where an adult staff instructor is present and prepared to teach and supervise the activity properly. Individuals trying to gain access to these specialized areas is prohibited and may lead to injury or even death. When these activity areas are in session, appropriate staff to camper ratios must always be in effect, with a minimum of 2 adult staff members on-duty in order to maximize safety in these high risk activities.

**Vehicle Safety Checks:**

The camp requires safety checks on vehicles used to transport persons . This includes checking the tires for proper inflation and wear visually each day the vehicle is used and at least weekly using a tire gauge.

The camp requires a frequent schedule for checking the following items on a vehicle: Lights, windshield and wiper condition, emergency flashers, horn, brakes, mirrors, and fluid levels. All must be in good working order for the vehicle to be considered safe to use to transport.

Additional Documentation

Staff Handbook

Summer Camp Jobs and Descriptions

Camp Nurse Handbook Aquatic Certification File CPR / First Aid File Rental Users Packet