

361 CAMP YORKTOWN LN
MOUNTAIN PINE, AR 71956

CYB POLICIES & PROCEDURES BOOK



Introduction

Summer Camp at Camp Yorktown Bay (CYB) has been an integral part of the Arkansas-Louisiana Conference Youth Program for many decades. This document specifies policies and procedures that have evolved through the years and have contributed to the success of CYB. The intention of this document is to provide a framework from which each staff, volunteer, director, etc. may refer to conduct a successful camp program and is accessible to any patron for full transparency.

Policies and procedures affecting CYB are developed and carried out by the Arkansas-Louisiana Conference Youth Director. In some cases, the CYB Committee will work to define some of these policies and procedures as well. These policies and procedures outlined herein may be revised at any regularly scheduled meeting of the Camp Yorktown Bay Committee with a quorum present or at the discretion of the Youth Director of the Conference. Vacant or unfilled positions in the Committee are not included in determining quorum. Unless otherwise specifically outlined in this document or other camp policy and procedure, The General Conference Rules of Order will apply. Any motion put forth, including revisions to these policies and procedures is subject to review and ratification by the Executive Committee of the Arkansas-Louisiana Conference. The Executive Committee is considered responsible for camp administration year-round. The Arkansas-Louisiana Conference Constituency appoints the Youth Director for a four-year term.

Background

CYB provides Summer Camp for young people aged 7 through 17 in one-week intervals by age. The weeks break down as follows, Cub Camp, ages 7-10. Junior Camp, ages 10-12. Tween Camp, ages 12-14. Teen Camp, ages 14-17. Family and Pastors also enjoy a partial week at the end of the summer camp season. Campers and Staff come from all over the United States. Other events include church functions, youth clubs, church sponsored youth rallies, prayer conferences, women's retreat, etc.

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 shores 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 crafts.

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

The Navy League put a lot of their dreams and money into the property, the League realized that they did not know enough about operating a summer camp. Then through the Lord's guidance and providential leading, CYB was given to the Arkansas-Louisiana Conference as a summer camp for young people. The property included about 120 acres of land with 2 miles of shoreline. The camp was built on a peninsula where boating and swimming could take place on opposite sides. Lake Ouachita is a lake of with 1,000 miles of shoreline, the largest lake in Arkansas. The camp is located at the end of the lake where there is not as much lake traffic. There was a small lodge building, a three-bedroom caretaker's home, and a cafeteria. There were cabins with space for 80 youth. Also, restroom facilities, an open-air pavilion, a basketball court, horseshoe pit, ball field with backstop and softball equipment. In addition, a pickup truck, speed boat, and several rowboats and canoes were included. This was a multimillion-dollar camp that was given to the Seventh-day Adventist Church as a donation. The headline in the newspaper read "Seventh-day Adventists receive gift of Camp Yorktown Bay."

Over the past 50+ years of operation many things have changed. The primitive structures have been made more useable including new cabins built with A/C and heat. The cafeteria burned down and was rebuilt. A beautiful lodge was built to house summer staff. A modern motel, "Whispering Pines" is also an option for lodging. An older building was refurbished for use as a chapel. The beautiful lake has not changed and continues to allow for swimming and boating surrounded by majestic hills and trees that surround the camp and guarantee its seclusion.

Summer camp at CYB is open to all youth. Campers do not need 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 fulfilling to all in attendance, camper and staff alike.

CYB Camp Objectives

1. To encourage campers to have a personal and devoted life in Christ Jesus through the study of the Word and prayer.
2. To give campers the opportunity to experience God through an increased awareness of His creation.
3. To provide campers an environment where campers can get outdoors and enjoy different activities that promote health bodies and minds.
4. To introduce campers in the knowledge of different activities including outdoor skills, which may lead to a lifetime of enjoyment in outdoor recreation.
5. To provide an opportunity for the camper to develop his or her social skills through individual and group experience with peers.
6. To provide a safe and friendly environment.
7. To teach the value of teamwork and respect for others and their property.

Staff week is scheduled for the week before camp starts. The staff handbook lists the training schedule for all staff and assignments to work areas.

General Summer Camp Staff Functions and Responsibilities

Each staff members purpose is to provide the opportunity for campers to have the very best week of their lives at CYB. The staff help campers to have the maximum fun, create meaningful relationship with campers and staff, enjoy exciting learning opportunities, and facilitate a face-to-face encounter with Jesus. Every facility and activity are to be used for this privilege. Any task contributing to the camp's successful operation may be assigned to any staff as necessary. All staff stay 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 move to new rooms as families use the cabins.

- **Basic Qualities for All Staff**

1. Acceptance of Jesus as their 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 and Staff**

The overall activity, program, and facility operation of summer camp are directed by a core group of five adult directors.

1. **Camp Director**

The camp director is the Arkansas-Louisiana Conference Youth Director, responsible for the onsite administration of camp. This individual is responsible for the overall safety of all campers and to carry out any disciplinary action deemed necessary. The camp director is also responsible for recruiting, hiring camp staff and overseeing their training, retaining pastors, contracting with the camp nurse, approving camper applications, processing registration payments, collecting and managing donations, cultivating parent/guardian experiences, handling/following up with complaints, maintaining insurance and claims for medical emergencies, overall financial budget of camp, as well as many other responsibilities.

2. **Camp Manager**

This individual is responsible for the day-to-day operation of CYB. Including maintenance and daily upkeep of buildings and equipment.

3. **Assistant Camp Director**

This individual is responsible for helping the camp director manage the staff, programs, and operations of summer camp.

4. **Food Service Director**

The responsibility of this individual is to run the entire food service operation, menu planning and ordering, to ensure that the food served is palatable and nutritious.

5. **Office Director**

The responsibilities of the office director include maintaining the camp financial records, submitting check requests, presenting bills for payment, overseeing area budgets, managing the camp store, purchaser of supplies and necessities, overseeing all activities of the office.

- **Camp Nurse**

The nurse has the responsibility to screen all camper applicants prior to their arrival at camp to ensure each camper can enjoy camp without health limitations. The nurse stays the duration of summer camp and is available to provide care for injuries or illness in campers or staff. A few more responsibilities are ensuring medication delivery, proper storage, and confidentiality.

- **Program Directors**

The daily camp program and activities are overseen and directed by staff hired by the Camp Director.

1. **Programing Director**

The program director oversees, plans, and organizes all programs during summer camp, including worships.

2. **Activities Director**

The activities director ensures all activities are ready to run safely and smoothly. They ensure that each activity leader has the necessary information to operate each day. They also schedule each camper's activities based on the camper's information from registration. The floaters and the floater schedule are also maintained by the activity's director.

- **Boys and Girls Directors**

The boy's and girl's directors are directly responsible for the counselors and co-counselors.

- **Counselors**

Every counselor and co-counselor must be 18 years of age or older. The counselors stay in the cabins with the campers and are trained to never be alone with a camper. The ratio for counselors to campers is 10:1. Counselors are directly responsible for the care, management, and correction of the campers under their supervision.

- **Activity Staff**

Each area of the camp has an activity designated for the campers and staff. Most activity areas are assigned a director who serves as the front-line leader for all activity in their area. More staff are assigned to the different activity areas to assist or lead the assigned activity on the director's day off. They answer to their immediate director and then the activities director who oversees the whole.

1. Media Director and assistants
2. Ropes Course Director and assistants
3. Waterfront Director and Lifeguards
4. Boats Director and Lifeguards
5. Horse Director and Wranglers
6. Nature Director and assistants
7. Crafts Director and assistants
8. Rock Wall Director
9. Housekeepers
10. Sports Director
11. Maintenance Workers
12. Floaters (fill in to cover staff days off in any activity)

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

Camp Staff

Equal Employment Opportunity

Camp Yorktown Bay, in accordance with applicable federal laws, provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

Age Requirements

The age eligibility requirement to be on staff at CYB Summer Camp is they must be age 16 or older prior to the camp start date. 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 are a key to improving the quality of the camp staff and this area has a high priority at CYB. There is one week of staff training in which attendance is mandatory. Lifeguards 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 (American Camp Association).

- 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 any time by the summer camp administration.

Staff Background Training

Everyone working at CYB must go through an online child protection training course and subsequently a yearly background check.

Code of Conduct

All camp attendees, including campers and staff, will be provided a copy of the CYB Code of Conduct and asked to sign it. 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 throughout the 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 the damages and repairs, in the event of the 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 rich and wonderful camping experiences 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.”

1. **Respect yourself.** Campers are expected, in accordance with their age, to take appropriate care of themselves (personal hygiene, getting sufficient sleep, dressing warmly appropriately).
2. **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.
3. **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 can provide assistive programming that allows all campers to integrate into camp routines. However, 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 can review upon request.

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. What may seem harmless to you may have lasting emotional and 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. The individual 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 offense and will not be tolerated.
- Campers must stay in their cabins after lights out at night. If any needs arise, campers will alert their counselor of the problem.

This is a document that parents will be provided and asked to sign stating that they have read and agree to the above code of conduct and understand that their child not following these policies may result in disciplinary actions including dismissal from camp.

Medical Emergency Transportation

Emergency Responses

Designated vehicles on-site or the area's ambulance services provide emergency transportation. The camp nurse along with the 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 gas and be the operationally "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 are trained during orientation and leadership sessions to respond to emergencies such as CPR, severe bleeding, burns, and suspected fractures. All staff must also know lost camper procedures, how to activate the emergency response team, and severe weather protocols. Lost camper drills are practiced during staff week, with additional drills at the camp director's discretion.

Medical Emergency Transportation

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. 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 responsible for providing their own emergency vehicle to transport their group members in case of an emergency.

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 must 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 and, if necessary, 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 keep all limbs and body parts inside of the 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 nurse.

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.

First Aid and Emergency Care Personnel

Camp Yorktown Bay requires each camper to submit a current, signed health history that includes a record of allergies, current prescribed or over the counter medications, etc.

This is done electronically and is signed by parents/guardians of the minor.

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 the camp director for questions.
- Any medical condition that requires additional staff supervision or limits involvement in camp activities. Contact the camp director for questions.

Illness or Injury During Camp

If a camper suffers from minor 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, scrapes, minor bruises, etc.)

Major illness or injury include (flu like symptoms, stomach pain, 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 as soon as possible to inform them of the situation.

HW 23.1 Staff Health History

All staff members must fill out and sign health history forms to be kept on file while employed at Camp Yorktown Bay. Staff will complete an emergency medical information form, a medical history form, and a medical/dental insurance form.

Policies Concerning Written Health Records

All staff members complete the staff health form as a condition of employment. If an individual has not provided a completed form when their employment begins, the camp nurse gives the staff member a copy of the form and asks for it to be completed that initial day of arrival. (Within 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 before the camper is allowed to attend the camp.

Confidentiality

Health information is confidential and privileged information. Health forms are kept in the office or infirmary and given to the camp 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 keep 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.

Storing Health Records

Health records are confidential and are logged electronically through the summer camp's online system. All records are kept for the period of statutory limits as defined by the state of Arkansas.

Procedure for Health Screening

The camp nurse and health care assistants conduct screening within 24 hours of participant arrival (staff and campers). This 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 of conducting the screening 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 sent home to be treated and people exposed to chicken pox (who may 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 provide 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 any 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 all activity areas and are staffed by individuals who are CPR and First Aid trained and certified.

Emergency Medical Care

Medical care is the province of a Physician Assistant or Nurse Practitioner. This individual acts as supervising physician for the camp program. He/she annually reviews and updates healthcare procedures and is available to the camp director and summer camp nurse by phone if not present at camp. This person 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 are 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 camper's 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.

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 outline 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-based health care beliefs.

Infirmary

The camp has an infirmary with a medicine dispensary, office, admission area, bathroom, shower, and nurse's room. There are 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 every one 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 staff and campers are easy to find and the nurses office is located next to the cafeteria. The camp nurse makes special arrangements with a person if their meds need to be taken at a different time.

The camp nurse supervises the use of “as needed” medication. It is important to realize that the rational 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 (i.e. the nursing assistant) but the decision to use most medications requires professional assessment. Consequently, not all members of the health care team have equal ability regarding 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. If the camp nurse is not be able to identify the medication, the camp

nurse may not administer medication unless they follow standard nursing medication practices. If the medication is not labeled properly the nurse will need to arrange with the parents to supply appropriately labeled medication. The 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 health care as they are charged with managing cabin and activity groups to support activities of daily life (i.e. 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 react appropriately 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/guardian 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:

1. Provide a place for the child to rest and water.
2. Call the parent if the condition persists. Record the content of the call.
3. 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 advised to the contrary by physician or camp nurse. Isolate until released by 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, parents will be notified to provide next steps.
- **Fractures** – Splint any suspected fracture in an approved manner with the least possible disturbance to the body part. Radio to notify 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 server 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. Notify physician or camp nurse. Do not induce vomiting for gasoline, kerosene, fuel oil, acids. Or alkali. For other poisons dilute with water and induce vomiting.
- **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 and from physician or camp nurse.
- **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. Sunscreen preparations or sun block lotion is helpful. Exposure should be brief at the beginning of the season.
- **Sunstroke** – Get physician 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 or camp nurse for any situations not clearly addressed in these descriptions or if in need of further information. All treatments, minor or serious, will be documented in the medical log an incident report will be filled out with an ink pen by the staff member who witnessed and/or aided in the event.

Insurance Coverage; General Liability, Loss on Buildings, Business-Personal Property

See policies in book.

Personal Property Policy

User Group General Policies

Below are policies that will be provided to groups that will be using the camp for an event or meeting.

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. A 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 in the lodge. The **cabins** are equipped with bunk beds, bathrooms, AC/Heat. Bedding and towels are NOT provided in the cabins.
- **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 keep vehicles off any grass. Check with camp ranger for additional parking. All roads must be kept clear, accessible to emergency sized vehicles. Personal watercraft(s) are allowed but must be approved by camp manager. The camp will not be responsible for any damage to your personal watercraft(s). All watercraft drivers must have a current boaters license and be accompanied by a spotter/lifeguard.
- **Food Service** – All meals are vegetarian, upon request meals can be vegan. Groups can choose to supply and cook for themselves. See/ask for price sheet for prices.
- **Free Zones** – Firearms, drugs, smoking and/or alcohol ARE NOT ALLOWED on the premises. All our facilities are smoke-free; 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 personnel 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 areas; 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 am. If people from the group wish to remain longer, they must check with the manager and get permission. You may be charged a fee if you go beyond the agreed time set forth the manager. 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 manager.
- **Background Checks** – Camp Yorktown Bay does background checks on all staff over 18 years old 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.
- **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.
- **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 to 140 degrees Fahrenheit.

- **Dishwashing Procedures** – 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 Fahrenheit and rinse water is at least 180 degrees Fahrenheit. 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 Fahrenheit. 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, water, or activity equipment, or personal electronic device. Rental groups are responsible for their own personal belongings at all times while at the camp.
- **Pets** – Camp Yorktown Bay does not allow pets on the premises. Please leave pets at home.
- **Specialized Activities** – Camp Yorktown Bay strongly advises rental groups to provide a staff member to be on duty and accessible for all specialized program activities. Staff member is encouraged to have current certifications from a recognized provider in first aid as well as a certification from a recognized provider in age-appropriate CPR/AED. There should always be at least 1 individual with these certifications at each of the specialized activity areas while they are in use.
- **Medication** – All medication (both prescription and over the counter) is to be stored under lock except when in the controlled possession of the person responsible for administering them.

Incident Reporting

In the event of an accident, incident, illness, injury, or near miss, staff are required to complete an incident report. Forms are available in the office and should be completed as promptly as possible to ensure accurate documentation of the event.

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. The camp 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. 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 directors(s) immediately of any intruders. Complete an incident report and any other reports requested.

Intruder Procedures

1. The camp gate should remain closed 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 manager immediately by radio communication or in person, whichever is faster.
 - 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 manager 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 manager of the situation immediately. Notify the appropriate authorities as instructed or if the camp director and camp manager are incapacitated.
4. The camp will work with the manager 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, camp manager, and/or adult directors 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 boys and girls director together with the camp director have 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 at the office. Under NO conditions may a camper be removed from camp without the permission of the camp director, even if the visitor says they are a parent.
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, (even if it is the parent themselves), 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 comes 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, camp manager, 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:

- Have an escape plan route and path in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Follow the instructions of any police officer and keep your hands visible
- Do not attempt to move wounded people
- 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:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e. cabin, office with a closed and locked door)
- Should not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Keep quiet and silence any source of noise (i.e. cell phone, radio, etc.)
- Hide behind large items (i.e. cabinets, desks, etc.)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- 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.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment

- Officers may be armed with rifles, shotguns, and handguns
- Officers may shout commands, and may push individuals to the ground for their safety

How to React When Law Enforcement Arrives:

- Remain calm and follow officer's instructions
- Put down any items in your hands (i.e. bags, jackets, etc.)
- Immediately raise your hands and spread your fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- 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:

- Location of active shooter
- Number of shooters
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- 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.

Camp Security/Threats

Fire Emergency and Evacuation Plan

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 firefighting 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 toed shoes, and gloves are required.

Second Fire Crew – All staff members, after release by the camp director at the line call area, are the second fire crew.

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

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

First Aid – The nurse will handle all first aid.

In Case of a Cabin Fire

Signal – The signal will be the bell and/or siren continually sounding.

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 girl's village director immediately. Stay with your group and wait for further orders. If the alarm occurs at night, have children wear jackets and 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.

In Case of a Forest Fire

Signal – Fire siren over intercom.

Take Note - 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 the campers to the State Park or other designated safe location.

Evacuation Plan

- Notification of Evacuation
- Camp Emergency Response Team
- Call for Evacuation
- Accounting for Population
- Practice Assembles
- Method of Evacuation
- Order of Evacuation
- Path of Evacuation
- Communication
- 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 phone 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 manager will notify the camp director. This team will be made up of the following individuals with the following responsibilities.

- Camp Director and Adult Directors – rosters of all participants, visitors, and staff
- Camp Manager – accounting for all facility service personnel, coordination of evacuation procedures, communication with the Sheriff and Department of Forestry.
- 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 rules.

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. The radio can be used to notify.

Areas to cover if electric alarm is disabled:

- Camp Director – meeting with participants at assembly area
- Camp Manager – facility staff, food service staff
- Camp Nurse – nurse's station
- Support Directors/Group Leaders – 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.

Use of Vehicles in Camp

In accordance with 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:

- Medically critical with medical support personnel
- Persons with limited mobility with attendants
- Persons with special physical and/or development needs with attendants
- Youngest participants
- Adult participants
- Non-essential staff
- 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.

Evacuation Procedure

The camp manager 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 manager 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 manager will be notified by the camp director or adult director(s)
 - b. If the camp manager provides an alternative plan, his plan will be followed
 - c. Staff shall supervise and everyone shall stay as together as possible
4. In the event that the highway is blocked or is inaccessible, the camp manager, Forest Service, Sheriffs, Highway Patrol or other public authority will advise the camp manager 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 radios and will be on channel tow. This is not our normal channel but is in direct communication with each other

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 ALL times.

The Day Time Plan

- Check immediate area for camper.
- Go to the office or use radio. Find out where the counselor or instructor is and check with him/her.
- Office secretary notifies boys or girls 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 in/out of the camp.
- Boys and girl's village directors are to check all cabins.
- Fire evacuation plan goes into effect. Assemble in front of the cafeteria. Leaders get description of camper, clothing, name, and where camper was last seen.
- Camp director or person in charge assigns areas to be searched.
- Parents are notified; sheriff is notified by director or 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.
- Boys and girl's village directors or the camp director will assign persons to check with the camp nurse, office, to search dining room, etc.
- Camp director assigns someone to drive and looks for the camper on the roads to/out of the camp.

- Parents are notified. Sheriff is notified by director/person in charge.
- Search and rescue teams are called in.

Lost Hiker

- 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 radio, med pack, and water. A list of participants must be left with the boys and girls directors before leaving.
- In case a camper wanders away from the group, contact the camp director and camp manager immediately. Missing person procedure will be started right away.

Emergency Communications

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 manager’s residence. Office: 501-767-2333 and Manager: 501-767-5307
- 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 radios on the same frequency.
- Off site – As part of the evacuation plans, 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.

Communicating with the Media

Important: If the news or other media stations request comments or information about an emergency at the camp, ONLY the camp director, camp manager, or someone they have delegated, may answer the media’s questions.

Hiring Policies – Application and Screening Processes

Young adults who are interested in working at summer camp for Camp Yorktown Bay will find an application on the Arkansas-Louisiana Youth and Young Adults website. This will ask for name, contact info, reasons for wanting to work at camp, previous experience, jobs requested, references, current relationship with Jesus, and other pertinent information for the camp director to preview.

After submitting the application, a link to sign up for an interview time will be sent to the email address provided in the application. Some interviews are done in person at various Seventh-day Adventist Schools while others are done over a video call.

Once all applications are done and interviews are complete the camp director will prayerfully hire those who fit a specific job need for that coming summer. The camp director works in conjunction with the human resources department to gather all necessary contracts and forms.

Annual Staff Screening – Voluntary Disclosure Statement, NSOPW

Below is the form that the staff member will sign and date, if under the age of 18, a parent or guardian will sign:

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.

Staff Screening – Criminal Background Checks

Everyone working at Camp Yorktown Bay must have a Sterling Volunteers program certificate that shows completion of this course. They must also have a background check conducted. These are done yearly and can be completed at www.ncsrisk.org/Adventist

No one will be allowed to work at Camp Yorktown Bay if the volunteer training and background check have not been done.

Job Descriptions and Information

See the staff portal page on the website.

Personnel Policies

The purpose of the following policies are to strengthen the overall camp program. Items are included here 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

All staff must dress appropriately and professionally. Our appearance should reflect the standards and values of the Bible and the Seventh-day Adventist Church. Staff are expected to dress in a way that reflects Christlike modesty, professionalism, and good judgment. A bit more detail regarding the dress code may be found in the staff manual.

General Guidelines

Camp Yorktown Bay desires a professional, outdoor look for staff. Clothing should be of a comfortable fit with undergarments always worn under your clothing. We ask that you please err on the conservative side and use good wisdom and judgement when selecting clothing for camp. Remember we are setting the standard for the campers as well as our staff dress code applies to our campers as well.

Dress Code – Vespers/Sabbath Church

Ladies can dress in a modest dress or blouse and skirt that should be just above the knee in length, blouses or dresses must contain modest, shoulder straps, no spaghetti straps allowed.

Men can wear nicer jeans, khakis, or slacks with a polo or button-down shirt.

Jewelry

No jewelry is allowed at camp except for the trinkets that are manufactured in our own crafts department. Exceptions are wedding bands, watches, or medical alert insignia.

Shirts

- Staff are encouraged to wear plain or neutral shirts
- No tight form fitting shirts allowed
- No shirts with inappropriate or objectionable wording or pictures
- Shirts must always cover the abdominal/midriff areas. Crop tops are not allowed
- The chest area should remain covered even when bending over or raising arms
- Sports bras are not to be worn as a shirt or seen
- Sheer blouses or shirts are not to be worn without an appropriate under shirt
- No shirt/tops with low necklines, there should not be any cleavage showing
- No strapless blouses/shirts, no spaghetti strapped shirts
- Men are not allowed to cut their shirts out on the side
- Tank tops should be at least 2 inches in sleeve width coverage

Shorts

- No tight form fitting shorts allowed
- Short length must be mid-thigh at a minimum but preferably 2-3 inches above your knee. Spandex shorts may not be worn under the shorts to meet the length criteria
- No spandex or body shorts
- No shorts with objectionable, inappropriate or obscene wording or pictures should be worn. No writing on the rear end. No visible undergarments allowed, even when bending over.

Tights/Leggings/Pants

- Tights may ONLY be worn if a shirt completely covers one's backside always
- No visible undergarments allowed
- No tight-fitting pants or writing on rear allowed
- No pajama pants worn during day if working
- No sweatpants with rear writing allowed

Swimwear

- Only modest swimwear allowed
- Men: no speedos or inappropriate shorts
- Ladies: only one-piece, modest female swimsuits with non-spandex shorts are allowed. No two-piece or immodest swimsuits or shirts over two-piece swimsuits allowed
- When leaving the boats or swimming areas, all swimsuits are to be covered and all men to be wearing a shirt

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.

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 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, 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 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.

- The dining/office complex and staff lounge will be closed at 10:45 pm, 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 11:00 pm.

Authority

- The camp director is responsible for all staff and camp activities. When the director is away, the assistant camp director and camp manager fill 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:
 - When the camper is involved in an activity under the direction of another staff member. For example, lifeguard, boating instructor, horsemanship instructor, etc.
 - When the camper is acting in a way that will result in injury to him/herself or another person.
 - 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, why, and how you intervened.

Child Abuse

- All employees of CYB, 18 and above, must complete the class and background check. 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 every 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. 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 move their things out of their assigned rooms.

Bare Feet

- Shoes should be worn at all times, no bare feet.

Dining Room

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

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
 - Smoking or vaping
 - 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 unless it is labeled and stored in the plastic bins.

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, Illness, and 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, 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 doctor's visits and medicines for illness, allergies, and anything not normally 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.

Sanitation & Trash

- All trash is to be carried and disposed in the big dumpster
- 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 fresh body of water.

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 wildlife
 - 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 tuition account at the end of August, as agreed to at the time of initial employment. Some schools may only require notification of work times, and you will have to deal with the money.

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 CYB, you also agree to 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

- In general, visitors are not allowed at CYB during summer camp. Few exceptions will be made for example the families of those being baptized will be welcomed for the baptisms. The camp director must have prior knowledge and approve any visitor before they arrive to camp.
- Visitors will be asked to stay in the common areas of camp and check in at the office. Visitors are also asked to allow the program to continue so that all campers and staff may experience the full ambience of camp.

Staff Meetings

- All staff are expected to attend every staff meeting. There will be a meeting every Sunday.

Staff Worship

- Staff worships are held in the early morning before the rest of the day begins. All staff are expected to attend unless they are on their day off. Staff must be on time to worship. This will also be a good opportunity for midweek announcements. On days without structured staff worship, staff are encouraged to have their own worships before beginning their day.

Camp Supplies

- The camp director and/or office director are the only staff approved to purchase supplies. The camp director or the office director must authorize all camp purchases for any area. If a staff purchases supplies without authorization, they cannot expect reimbursement.

Termination Agreement

- A staff member's contract will continue only as long as the staff member complies with the terms in the contract. 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 twenty-two-hour break from work each week. Days off will be scheduled by the village directors during staff training week. With few exceptions, the day off schedule will remain the same throughout the summer.

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

- Federal and state income taxes, and FICA, 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 the staff member's responsibility to let the Arkansas-Louisiana Conference treasurer's office know of any change of address 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 come to you bimonthly via the method you communicated to the human resources department.

Hospitalization/Compensation

- Each employee at CYB is covered by Workmen's Compensation Insurance.
- You are also covered at CYB with a primary Accident Insurance up to \$3,500 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, camp manager, or office director 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 doctor's office. The insurance form must be filled out by the doctor at the time of service and sent to the Conference Office for the insurance to cover the expenses.

Laundry

- Staff are expected to take care of their own laundry on their day off. They are encouraged to use a laundromat, however, there is a laundry room at the motel.
- If staff want to use the onsite laundry, they must sign up on a schedule during their day off. It is important to stick to the schedule and keep the laundry room clean and tidy.

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 CYB business only. However, if you have a valid need for the phone, please notify the office staff for permission to use the phone. One phone line must remain open at all times in case of emergencies.

Cell Phone and Electronics

- Cell phones and electronics are to be restricted to days off 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.
- There is WIFI at the camp, but it is strictly for camp business and is not shared for all to use.

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 camp 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 the lodge kitchen is the staff lounge. This area is available for the staff from 8:30 am to 9:30 pm. Gentlemen must use restrooms in the guy's village or dining 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 Photo

- Every summer a staff photo is taken. Staff members will wear their staff shirt for the photo.

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 personnel 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 admin office, at the swim shed, at the bar, 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	Day Only Campers	Overnight Campers
5 and younger	1	5	6
6 – 8	1	6	8
9 – 14	1	8	10
15 – 18	1	10	12

Water Safety

- All groups who are swimming, 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.

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 along 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. (i.e. 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.

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.

Appropriate One-to-One Interaction 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 when interactions can be easily observed.
 - 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.

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 judgement
- 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 a camper is complaining that they do not want dinner, do not wait until the whole group is lamenting about their dislikes. Quietly remind the camper that 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 giving up or 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 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” p. 19)
- Never use physical 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 supervisor 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.

Activity Information and Permission

Contract of Release and Assumptions 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 organization from any and all claims, damage, injuries,

and expenses arising out of or resulting from my participation in activities at Camp Yorktown Bay.

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.

Any adult over the age of 18 must sign a helmet waiver if they wish to not wear a helmet while horseback riding. This waiver must be signed and kept in the office.

Swim – Lifeguard Certification

See current staff certification on file in the office.

See water safety under group information as all groups must have a certified lifeguard.

Swim-Lifeguard Skills

The office or administrative staff at CYB will have a skills verification form for watercraft supervisors such as kayaks and boats.

Staff Swimming

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! Proper ratios must be maintained.

Watercraft – Lifeguard Certification: Rental Groups

Personal watercraft(s) are allowed but must be approved by the camp manager. 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 (i.e., waterskiing) or documented experience indicating specific knowledge and skills in teaching the activity.

Watercraft – Rescue Skills

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

Watercraft – Personal Safety

Use of Canoes, Sailboats, and Kayaks:

- Remain outside of the swim shed when checking equipment in or out. 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 personnel. Ski and pontoon boats can only be 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.

Capsized Canoe:

- 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.
- 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.”
- 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.
- 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 to them through the procedure to tip the canoe back upright.

Safety Considerations

Trip Orientation – Medical and Emergency Assistance Information

1. If a camper or staff member needs to be taken to a clinic, hospital, or in the event of an emergency, there will always be two staff members over the age of 18 accompanying them.

2. In the event of a major injury or accident, stay calm and evaluate the scene and the overall situation. Do not rush or panic.
3. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
4. Look around the emergency scene. Stay with the victim.
5. Do not move the victim unless he is in more potential danger. Keep the camper safe and out of the way.
6. Is it safe to touch the victim?
7. Are you or the victim in any danger?
8. 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.
9. 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. If possible, retain two staff members at the scene of the accident with the victim.
10. Contact the camp nurse first using the radios. Explain exactly where the location is, who is hurt, what kind of injury.
11. The camp director will be contacted by radio 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.
12. Begin collecting the facts. What happened? How? When? Where? Who saw the accident? Where were the staff? 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.
13. 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.
14. 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, the campers' 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. Assists 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.

Aquatic Supervisor Qualifications

See Current Staff Certification File

Aquatic supervisor Qualifications meet the required standards, please reference the Skills Verification for Watercraft Supervisors.

Specialized Activity Areas

Specialized activity areas such as horse barn, rock wall, archery, and the 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.