
WATER'S EDGE POLICY & PROCEDURES MANUAL

MAY 1, 2023

SECTION ONE:

**GROUNDS, MAINTENANCE & GENERAL
TOOL & EQUIPMENT SAFETY**

LAWN CARE

- **Before Using Lawn Care Equipment¹:**
 - Familiarize yourself with all operation/owner's manuals. Equipment must be operated only the manner described by manufacturer.
 - Inspect all equipment to ensure that components are in good, safe, working, order, and that all guards and other safety features are in proper place and operation.
 - Any damaged parts or components should be replaced before operation. Do not operate any equipment with damaged parts or components.
 - Inspect all necessary fluid levels and fill as needed.
 - Equipment should only be operated by approved WEE personnel.
- **Basic Safety**
 - Closed toe shoes, safety glasses with side shields, ear protection, and gloves should be worn at all times when operating any lawn-care equipment. **Long pants are encouraged due to debris.**
 - Equipment should only be used in a manner prescribed in the owner/operator's manual.
 - Never try to touch and/or work on equipment while an engine is running. Make sure engine is off, and all blades, string, and/or other mechanized components are not in operation.
 - Never operate equipment over or around exposed electrical, gas, or other utility lines.
- **Basic Operation of Mowers:**
 - Never mow on steep inclines or unstable ground or any terrain that places the mower in an awkward or unsafe position.
 - Maintain a 10-foot radius between yourself and other mowers that may be in use.
 - Use caution when mowing around buildings, vehicles, or other equipment and persons, constantly aware of the mower's discharge.
 - Never mow over rocks, limbs, or any other foreign object that could damage the mower or launch foreign objects.

TOOL SAFETY

- **Basic Safety**
 - Keep all tools in good condition with regular maintenance.
 - Use the right tool for the job.
 - Examine each tool for damage before use and do not use damaged tools.
 - Operate tools according to the manufacturers' instructions.

¹ Lawncare equipment is defined as any equipment used in the regular maintenance of the grounds of WEE including but not limited to: mowers, weed eaters, blowers, hedge trimmers, sprayers.

- Appropriate personal protective equipment such as safety goggles and gloves must be worn at all times.
- Keep all people not involved with the work at a safe distance from the work area.
- Never carry a tool by the cord or hose.
- Avoid accidental starting and do not hold fingers on the ignition/on switch while carrying a tool.
- Properly store tools in the maintenance barn storage when not in use.

LIFTING AND CARRYING

- **Size up the load and check overall conditions.** Don't attempt the lift by yourself if the load appears to be too heavy or awkward.
- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back, tucking your chin in. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only.

CHEMICAL SAFETY

- **Read all instructions & warnings, regarding any chemical to be used.**
- **Keep all chemicals in clearly labeled appropriate containers.**
- **Never mix chemicals.**
- **Store all chemicals in the appropriate storage areas.**
 - Janitorial Chemicals should be stored in the designated Janitorial supply closets on campus.
 - Maintenance chemicals (i.e. paint thinner, weed killer, etc) should be properly stored in the maintenance shed.
- **Use chemicals only in and for the manner prescribed by the manufacturer.**
- **Use appropriate safety equipment at all times including eye protection and gloves.**
- **Never pour chemicals down the drain.**
- **Properly dispose of empty containers.**

- **Report and/or clean up any spill immediately.**
- **Wash your hands and any affected areas after using chemicals.**

SECTION TWO:

RECREATION SAFETY

WATER'S EDGE WATER SAFETY

DROWNING

No camper or counselor should be in the lake or pool at any time unless it is a sponsored activity with Waters Edge lifeguards on duty. In the event of a drowning, or near drowning, allow the trained lifeguards to perform the appropriate rescue. In the event there is a drowning, or near drowning, with no lifeguards on duty; rescue attempts should not be made that endanger other lives. The rule of thumb is "Throw, don't go."

BASIC RULES & GUIDELINES

1. All swimmers take and pass the WEE swim test in order to determine their swimming skill level and swimming area access in areas deeper than 6ft.
2. All swimmers in the Rec Lake Swimming Area must wear a US Coast Guard approved lifejacket at all times.
3. No swimming without a WEE approved lifeguard present.
4. Do not enter the swimming areas if you have a communicable disease or an open cut or blister.
5. All swimwear must comply to the WEE swimwear guidelines.
6. No Diving.
7. Spitting or spouting water from mouth is prohibited.
8. No running or horseplay/rough play of any kind allowed in swimming areas.
9. No food, drink, or gum allowed in the swimming area.
10. Exit swimming areas for bathroom breaks.
11. Periodic safety test may be performed at various times to help ensure optimal swimmer safety.

WEE REC LAKE SWIMMER POLICIES

The WEE Buddy System will be used to check in and out of the Wee Rec Lake Swimming Area.

1. Each swimmer will be assigned a buddy in the same swim area.
2. Buddies will be recorded by the WEE staff member.
3. While in the swimming areas, buddies will stay in close proximity to one another.
4. If one buddy desires to leave the swim area, both must return to the check in station where the camper desiring to leave can check out and the remaining camper can be assigned a new buddy.
5. Buddy Checks will be performed routinely. When the whistle blows twice, swimmers need to stop and find their Buddy.
6. A WEE Staffer will then call for each pair to sound off checking their records to make sure all are accounted for.

7. Upon an accurate completed count, the whistle will be blown once and activities resumed.
8. If an accurate count cannot be completed, all activities will remain suspended until such a time as the count is affirmed.

Rec Lake Swim Test Policy

Red Level

To swim in the designated “Red Deep End” of the Rec Lake swimming area, the swimmer must complete the Deep Water Swim Test requirements. A lifejacket must be worn during all testing.

1. Jump from the pier into the water and return to the surface.
2. Swimmers must then float in upright position for 30 seconds and then transition to floating on their back for 30 seconds to demonstrate comfort with their lifejacket.
3. Next swim 25 yards unassisted without stopping to a designated point and then swim back to the pier in a like manner.
4. Upon completion of the test, a yellow arm band will be awarded that must be worn at all times in the swimming area.

Green Level

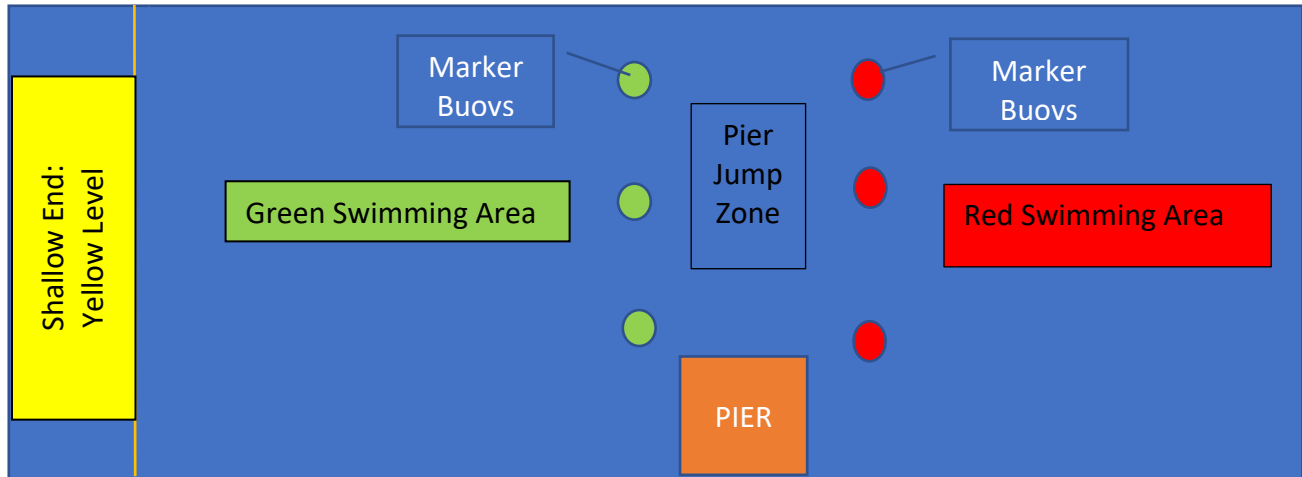
To swim in the designated “Green Intermediate Swimmer Area”, the swimmer must complete the Shallow Water Test requirements. A lifejacket must be worn during all testing.

1. Jump from the pier into the water and return to the surface.
2. Swimmers must then float in the upright position for 30 seconds to demonstrate comfort with their lifejacket.
3. Swimmers must then be able to swim back to the pier ladder and exit.
4. Upon completion of the text, a green arm band will be awarded that must be worn at all times in swimming area.

Yellow Level

1. Those not wanting or able to complete the Red or Green tests must remain in the “Shallow Area” and not pass over the boundary rope.
2. They must also wear a lifejacket, and stay in water that is armpit deep or less.

LAKE SCHEMATIC



WEE SWIMMING POOL POLICY

- All Water Area safety guidelines must be followed in the pool area.
- No campers are allowed to swim without a certified lifeguard
- Safety devices must be on hand for lifeguards before swimmers are allowed into the pool area
- The pool area must remain locked at all times when a lifeguard is not present
- Swimmers will be tested regarding their swimming abilities and divided into two groups: Non-swimmers and swimmers. Campers may not swim in a swimming area above their ability level.
- Each camper will have a swim test on their first day of camp used to determine swimming ability.
- The swim test will consist of swimming from one side of the pool and back.
- Swimmers that are proficient will be given a colored band to wear around their wrist at all times in the pool.
- Swimmers without bands will not be allowed into the deep end of the pool.

WEE BOATING POLICY

All boating activities including canoeing, kayaking, and/or the usage of other WEE watercraft are subject to the following rules and guidelines.

1. All boaters are required to complete the WEE Boating Safety Instruction to the initial use of any WEE Watercraft.

2. All watercraft are to be used **only during approved boating activity times** and only when an approved WEE staff person is present. No exceptions.
3. All watercraft must be checked out with the on duty WEE staff member at the WEE Watercraft Station and checked in when you are done boating.
4. All boaters must check-in at the lifeguard station before entering water and must check-out upon leaving.
5. Lifejacket must be properly worn by all boaters at all times and are to be returned to the life vest station after you are done boating.
6. Paddles are to be used in an appropriate rowing manner only.
7. Vessel occupation will be restricted to the US Coastguard recommendations listed on the vessel.
8. Respect your fellow boaters and operate your watercraft in a courteous manner at all times.
9. Never ram another boat on the water.
10. Do not intentionally try to overturn your watercraft or that of another boater.
11. In the event your boat overturns, or your fall overboard, if safely possible, grab hold of your boat and wait for help. If necessary, swim to the closest safe area possible and await help.
12. Two whistle blows signals all boaters need to return to shore.

WEE Boating Checkout

Prior to using any WEE Watercraft, a WEE staff member will explain all boating rules and guidelines for operating watercraft in the lake. Upon completing this instructional course, a WEE Staff member will record the campers name and completed tests results in a notebook kept for such purposes.

All WEE Watercraft must be checked out with the WEE Staff member on duty. To check out a watercraft, campers must:

1. Go to the WEE Watercraft Station and request their desired vessel.
2. The staff member will assign boaters a watercraft and record the name of the boater/boaters and the number of the watercraft they are assigned.
3. When boaters are finished with their watercraft, they will return to the boating checkout and check out with the WEE Staff member.
4. The WEE Staff member will make sure all boaters assigned to that watercraft number are accounted for.

HAYRIDES

- Riders must remain seated on wagons at all times.
- No throwing hay or horseplay of any kind.
- Staff members must be present on the trailer or wagon at all times.

- All limbs must be kept inside the trailer or wagon at all times.

ARCHERY

- Archery staff must be trained in archery safety and operation. Range Captain must have approved archery training
- Archery Areas may only be used during approved times with approved staff present.
- Archery is limited to a 1 to 8 ratio leaders to campers.
- Staff must inspect all equipment for any defect or issues prior to use.
- Give clear instruction.
 - Range commands must be used to move archers to the shooting line, to allow them to shoot, and to retrieve arrows.
- Make sure range is clear and targets are properly set before allowing archers to fire.
- Bows should never be aimed anywhere except at approved targets at appointed times.
- Never allow bows to be dry fired or arrows to be shot upwards.
- All bows and arrows must be securely stored when not in use.
- Two Staffers are encouraged to be present in order to safely perform an archery class – Range Captain & a Line Coach. A Ranch Captain is mandatory for operation.
- A Range Captain and Line Coach will be present during the class. The Range Captain will instruct campers prior to each session on all safety rules. The Line Coach will monitor the shooting line while the Range Captain is working with individual campers in order to maintain safety.
- Whistles System will be used in the following manner:
 - one tweet – campers may release an arrow
 - two tweets – campers may approach the line
 - three tweets – all shooting stops immediately
 - four or more tweets – EMERGENCY Stoppage
- If whistles are not available, verbal commands may be given by the range captain
- Shot Sequence is as follows:
 - Take your Stance
 - Nock Your Arrow
 - Set Your hands
 - Raise the Bow
 - Draw the String
 - Come to Anchor Position
 - Aim
 - Release
 - Follow Through
 - Reset
- Verbal commands are as follows:
 - Load your arrow
 - Bows up

- Fire at will
- **3 Safety Lines will be established and clearly marked with paint, rope, or safety cones**
 - Waiting Line (6 ft behind shooting line)**
 - Shooting Line (20 yards from target)**
 - Scoring Line (6 ft from target)**
- **Because most injuries occur at the scoring line, two hands must be used to remove the arrow from the target. One hand is placed firmly on the target and the other is placed on the arrow at the closest exposed spot and pulled back slowly.**

AXE THROWING

- **Range Captain must have approved axe certification. Preferably WATL.**
- **Only axes from WEE are to be thrown at targets. Axes must be investigated prior to a session to check for any possible defects.**
- **Fault lines must be painted on the ground or clearly marked by other means.**
- **Axes are to be stored on the table and handed to each participant by a certified Axe Coach**
- **Throw Together, Retrieve Together**
- **All Spectators must stay behind those throwing a minimum of 6 ft.**
- **Boards must be wet with water prior to each throwing session**
- **After each session, axes must be returned to the rec shed and secured properly**
- **When holding an axe, no one should ever let their guard down**
- **The blade should never be touched with bare skin regardless of how dull it is perceived to be**
- **Axes should always be held by the handle. Instruct customers to never touch the axe Head**
- **There should never be someone in between a thrower and the target, or a live target:**
 - **ie. No holding a board by the target while someone throws an axe against it, no throwing axes around or above any individual**
- **Safety is paramount to being a successful coach**

Identifying Customers Who Should Not Throw or Stop Throwing

If the customer has had recent or chronic issues with their arms or shoulders, they will need to use extreme caution and be warned that throwing will be at their own risk. Not all of these are directly throwing issues, but these examples are some warning signs that the customer is not respecting the activity or instructions.

- Customer doesn't seem to be paying attention to their throws
 - It's extremely easy to relax too much when having fun so giving friendly reminders to pay attention to throwing will usually get them back on track
- Thrower is not following coaching advice
 - This does not mean that if they don't follow coaching 100% that they should stop

throwing. Allow them to adjust the throws you instruct a bit, but if they're using bad technique to the point where it may harm the boards, axes, themselves, or others, their behavior should be addressed

- Customer is inserting themselves into instruction of another thrower over the coach's instruction
- Though their intentions may be good, they likely are not an axe throwing professional.

What worked for them may not work for others

- Customer is being too physical with the other patrons, coaches or other people, even in jest
- Thrower is not respecting the handling of an axe
- Thrower is trying too hard to be a spectacle
- If they seem to be trying to get everyone's attention by doing bad throws, throwing too hard, or attempting unapproved trick shots
- The guest seems to have difficulty handling the axe
- Some people may be too weak to handle a certain axe weight or length. If the customer has had recent or chronic issues with their arms or shoulders, they will need to use extreme caution and be warned that throwing will be at their own risk. Not all of these are directly throwing issues, but these examples are some warning signs that the customer is not respecting the activity or instructions.

SECTION THREE:

General Safety & Procedures

LOST CAMPER POLICY

- In the event of a missing Camper:
 - Make sure all group leaders are aware of the missing camper.
 - Radio or call the Camp Director (936-546-1949)
 - Determine the last seen location, description of clothes, hair color, etc.
 - The Camp Director will organize a search of the campgrounds.
- A search of the campgrounds includes the following procedures:
 - The camp director will remain on the porch of Freedom Hall while the search is conducted in order to provide relevant information to incoming law enforcement or search team personnel.
 - Visitors should remain in a group until the search is concluded.
 - Key camp area designations for searches are as follows:
 - Area A: Freedom Hall, behind Freedom Hall, in front of Freedom Hall
 - Area B: Dormitories – Nissi and Jireh, Lakeside Cabins
 - Area C: Dining Hall, The Loft, recreation fields
 - Area D: The wooded area around the lake, swimming pool, and lake
 - Signaling devices for the search include a whistle, an air horn, or phone calls.
 - When the siren sounds rings continuously or a radio transmission/cell phone call indicates the search is concluded, searchers will gather back on the porch of Freedom Hall.
 - Phone calls, as soon as appropriate, should be made to family members; Waters Edge staff will make calls, as appropriate, to supervisors and local law enforcement.

PHYSICAL AND SEXUAL ABUSE POLICY

- Should a counselor discover evidence of child abuse or sexual molestation, it should be reported to the Camp Director and the Administrator. Advice on procedures to follow can be obtained by calling the abuse hotline, 1-800-252-5400. We are obligated by law to report all incidents.
- All persons over 18 must have completed an approved child abuse awareness training before being allowed to interact with minors. Copies of their certificates must be kept on file in the camp office
- All persons over 18 must have proof of a completed background check. Copies of forms can be given to the camp office or a signed letter on church letterhead indicating all background checks have been performed and no issues were found.

EVACUATION PLAN

Evacuation of Camp

In case of a wild fire in close proximity to camp property, other natural disaster, or any event which warrants an evacuation of camp premises, an evacuation of camp may be called by camp leadership. If an evacuation is deemed necessary, camp leadership will inform the counselors and camp staff, who will be responsible to give orderly and clear directions to campers. Please follow these procedures for evacuation.

Immediate Evacuation

In the case of an impending wildfire or other natural disaster that warrants an immediate evacuation of camp premises direct all counselors and campers to meet at Freedom Hall IMMEDIATELY. DO NOT go to cabins during an immediate evacuation to get personal items (lives are more important than things)! If Freedom Hall is compromised, the alternate meeting location will be The Dining Hall. At the meeting location directions will be given and the entire camp attendance will be transported off of the camp premises to a secure location. Camp Staff and Counselors will be responsible for the orderly evacuation of buildings and camp premises.

Note: When/if professional emergency services arrive and begin taking control; their directions will supersede this written procedure in any circumstance.

General Evacuation

In a situation where there is ample time for campers and counselors to do so, camp leadership may direct counselors and campers to gather their belongings from cabins and evacuate the premises in personal/church vehicles and vans. Camp staff and Counselors will be responsible for the orderly evacuation of buildings and camp premises.

TORNADO OR SEVERE WEATHER:

- **Waters Edge staff will monitor weather and alert counselors in case of tornado or severe weather. If a severe storm or tornado is in the area, camp leadership will inform the counselors and camp staff, who will be responsible to give orderly and clear directions to campers. Camp Director will have a lightning meter.**
- **If there is ample time, go to Freedom Hall.. Counselors & Camp staff will be responsible for orderly evacuation of the dorms and see that all campers are in the proper areas. Take shelter; under counters, under beds, in shower stalls, etc. Cover up with mattresses, sleeping bags, pillows. Stay away from windows. Stay inside until notified of all clear.**
- **If you are in your cabin and do not have time to reach the Freedom Hall, take shelter in your cabin; under counters, under beds, in shower stalls, etc. Cover up with mattresses, sleeping bags, pillows. Stay away from windows. Stay inside until notified of all clear.**
- **If a camper is caught in the open when a storm strikes, they should take cover in a depressed or low area of open ground. Do not get under a tree.**

- 1. The waterfront will be cleared in the following cases...
 - a. Lightning strike within 5 miles of camp
 - b. Extreme wind
 - c. Extreme hail or rain
- If the weather warrants, activities will be discontinued, and campers will be gathered to the dining hall or chapel, where they may remain or be dismissed to their cabins.
- If campers are a long distance from camp during an electrical storm, they should be made to lie in a ditch in an open area.

LIGHTNING SAFETY:

- Thunderstorms can arise very quickly in our area. While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and the proper safety precautions are not followed. Prevention and education of our staff are the keys to lightning safety. Education begins with information on lightning. Prevention begins with having, knowing, and following the safety plan.
- If lightning is seen or thunder is heard, the ropes course and waterfronts will be cleared if in use. The Directors will communicate the decision to shelter to other land-based activities as deemed appropriate. If such an order is given, everyone will comply as quickly as possible.
- Any building normally occupied by camp is a primary sheltering location.
- Any vehicle with a hard metal roof (not a cart) and rolled-up windows can provide a measure of safety and is better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE.**
- Avoid being in or near high places and open fields, isolated trees, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts, or water. When inside a building, avoid the use of a telephone, washing your hands, any contact with conductive surfaces with exposure to the outside such as metal door or window frames, electrical wiring, telephone wiring, cable TV wiring, or plumbing.
- Outdoor Activity Sheltering Designations:
 - All waterfront activities: Dining Hall
 - All Recreation Areas: Freedom Hall
 - Archery: Freedom Hall
- Once the lightning safety plan is initiated, all campers and staff should proceed to shelter and stay in shelter until the “all clear” is given by the Camp Director.

FIRST AID / MEDICAL TREATMENT / MEDICAL DISBURSEMENT PLAN

- **ALL CAMPER MEDICATIONS, both prescription and non-prescription, must be turned in to the Camp Nurse or Medical Staff.**
- **Sponsors are required to turn in their medications.**
- **All medication must be in the original container. Prescription medication must be in the original container with the prescription label.**
- **Each camper should put their medication(s) in a Ziploc bag labeled with their name and church name.**
- **Medications needed for immediate use for life-threatening conditions (e.g. rescue inhalers and EpiPens) must be checked in with the Camp Nurse unless the camper's doctor requires him/her to keep it on his/her person at all times. The camper must have a written statement of medical necessity from the prescribing doctor for the camper to carry it. The camper is responsible for his/her own medication and may only give it to his/her sponsor to hold (not a fellow student camper).**
- **ALL medication must be stored securely.**
- **At no time shall a camper be allowed to self-administer medication without Medic supervision.**
- **A bound Medication Log, a record of dispensation of routine medications, will be kept by the camp nurse.**
- **Each time a camper takes their routine medications, record their name, the date, and the time and initial the entry.**
- **The Medication Log remains at Waters Edge when the retreat/camp concludes.**
- **The licensed/certified Camp Nurse must handle and document all medications and/or treatments. Neither Sponsors nor any other persons shall handle the medical care of campers.**
- **The Medic is to ensure that medications/treatments are administered in a manner consistent with directions on medical forms and/or prescription labels for the duration of the camp/retreat. In order to accomplish this, the Camp Nurse may have to track down a camper and/or his/her sponsor on campus.**
- **At a children's camp/retreat, a child must be accompanied by a Sponsor when they go to the designated First Aid Area.**

MEDICAL RECORDS:

- **Campers (students and sponsors) are required to include a signed waiver form listing out any and all medications.**
- **The Medic must compare medication(s) listed on the Medication Form to checked-in medication(s), ensuring that the documentation accurately reflects the medication(s) and/or prescription(s) on hand. He/she must resolve any discrepancies between checked-in medications and the Medication Forms.**
- **A hard copy of a health record is required for EVERY CAMPER on the Waters Edge.**
- **Health records are to be kept on file in the designated First Aid area during the retreat/camp and are to remain at Waters Edge when the retreat/camp concludes.**
- **Health records are to be reviewed prior to or at the onset of the retreat/camp to ensure awareness of the medical condition(s) of campers.**

- The Camp Nurse must inquire with campers about medications listed on health records that were not turned in and make every effort to ensure that NO medications are in camper lodging facilities.
- The Camp Nurse is to obtain and have on file contact information for both a male and a female sponsor for each church attending the camp/retreat for communication purposes related to medical and nursing care.

DESIGNATED FIRST AID AREA (Retreats):

- Keep health records on file in this location during the retreat.
- Properly store ALL medication and supplies in this location.
- At the onset of the retreat the Camp Nurse must clearly communicate the location of the First Aid Area to all campers (children, youth, and adults) as well as how he/she can be reached when needed.
- Isolation space is available if a camper is feeling ill or if he/she is contagious with something and cannot stay in his/her cabin. Feel free to use the isolation space any time during the camp session for sick campers. Clean linens are available in the laundry room when the space needs to be refreshed.

EMERGENCIES & NON-EMERGENCY DOCTOR CONSULTATIONS:

1. For all emergencies requiring immediate medical attention, call 911 and Waters Edge Medical Staff.
 - • Call 911 and have an ambulance sent to the camp.
 - • Contact Camp Director or an on-call manager and have them meet the ambulance at the front entrance to escort it to the camper.
2. The Medic may send a camper to either Urgent Doc or CHI St. Luke's Health Memorial, both in Lufkin (approximately 45 minutes away), for an injury/condition that requires a doctor consult/diagnosis.
 - • The camper needs to see a doctor but the injury is not serious.
 - • The camper has an obvious fracture or dislocation.
3. For all non-emergency visits to Crockett the sponsor for the injured camper must transport the camper to the doctor. Neither the Camp Nurse on call nor the Director can leave the camp to transport the camper.

DRIVING AND VEHICLE POLICIES

Applicability – The following policies apply to all staff driving on the camp ground either in a personally-owned vehicle or in a camp-owned vehicle. All staff driving on the camp ground must have a valid Driver's License (not a permit). Waters Edge conducts an assessment of the driving record of all staff driving camp vehicles during camp weeks, and reserves the right to reassign driving responsibilities based on past driving performance.

Speed Limit – When driving any vehicle on the campground, do not exceed 10 miles per hour. Staff should be very careful of campers walking about when they are driving on camp property. Accelerate slowly; do not spin rear tires.

No camper or staff will be allowed to ride in or on the back of a truck, tractor or other equipment. The camper and staff exception is for wagons and trucks driven at slow speeds off public roads when protective devices are provided to keep persons from falling off. Staff exceptions for transporting food or other loads requiring supervision driven at slow speeds off public roads, and for trash walks are acceptable only with permission from the Camp Directors.

Limit Vehicle Use – No staff person will drive around camp in any vehicle indiscriminately when they are able to walk to their destination. This includes when camp is not in session. For example, do not drive down to the lake on a Saturday when you can walk.

Dirt bikes, three wheelers, and four wheelers (A.T.V.'s) – These vehicles are not to be ridden on the premises of the camp, unless specifically authorized by a Full-time staff member.

Unattended vehicles – should be parked with the windows rolled up. Never leave an unattended vehicle running and never leave the keys in the ignition. Leave keys in vehicles that may need to be moved by other people hidden in the sun visor or cup holder.

Authorization and Training for driving camp vehicles – All camp-owned vehicles, including boats, tractors, and utility vehicles, may only be driven by trained, authorized, and “signed-off” staff members with a valid Driver’s License (not a permit). A signed copy of the training record will be kept in the staff’s personnel file. Drivers requiring behind-the-wheel experience (those not having sufficient experience driving the vehicle they are authorized to drive) will be given training and supervised practice prior to being authorized to drive on their own. Authorization to drive on camp property may be revoked for driving policy infractions or violations (both on and off the camp property).

Transporting Campers in Vehicles: Staff will use the “rule of three” when transporting campers in enclosed vehicles (golf carts and utvs are “open” and therefore public). For enclosed vehicles, at least TWO staff members are required to transport a single camper.

Maintenance – all camp vehicles will be kept in a clean and orderly condition. Report broken camp equipment to the Maintenance Department immediately. Damage to equipment will be investigated by the appropriate Director. Damage necessitating significant repairs or indicating serious lapses in judgment will be documented and placed in the staffer’s personnel file. Remember that all our equipment belongs to God—please drive accordingly!

CAMP GUESTS

- All guests must check-in at the camp office and identify their purpose of visiting
- If guests are staying for meals, activities, or overnight, they are required to sign a guest waiver that explains camp procedures and protocols
- Sign-in sheet, guest waivers, and name tags are located in office lobby

- • To maintain the safety of our campers and camp family the camp has a zero tolerance policy for violent and sexual offenders to be present on camp property. Please report any known offenders to the Camp Director as soon as possible.

INTRUDER POLICY

An intruder is anyone who has not registered at the camp office his/her presence in camp. This may include parents of campers or even church staff. The camp office should be notified if you suspect there is someone in camp that does not belong. Anyone acting suspicious should be reported. Campers and counselors should not be in remote areas of the camp late at night.

GENERAL SAFETY AND GUIDELINES

FIRE

1) Keep flammable materials away from heat sources.

If a fire occurs:

2) Assess the situation and have an escape route,

3) Turn off electricity and gas feeding the fire if possible,

4) Try to smother small fires with a lid (if fire is in a pan), fire blanket, fire extinguisher, or baking soda.

FALLS AND SPILLS

1) Always clean up messes immediately to prevent falls.

2) Use a sturdy step ladder to reach things.

3) Use floor mats and cones.

CAMPERS

Campers must always be supervised! The best way to avoid problems is **TO BE WITH YOUR CAMPERS!** This is especially true in between activity periods, during rec time, before and after meals, and in cabins. Most problems occur while campers are waiting for something to happen. Remember, you don't have to be a policeman or a boss, just build relationships with them during these "off times."

FIRST AID

In all emergency situations:

1. **Stay calm.**
2. **Survey the Scene. Be clear and ready to report on the details.**
3. **Notify the Medical Staff (Camp nurse or EMT), and Managing Director.**
4. **Do not leave an injured camper alone. Send another person if necessary.**
5. **Seek out someone with a radio. Assure the camper that help is on the way to keep the camper calm and do not make assumptions about their injury unless you are trained**
6. **Crowd Control (once medical staff arrive, this may be your primary role)**
 - Ensure the safety of the other campers**
 - Keep people calm**
 - Pray with them**
 - Obey all medical staff instructions**
7. **Under most situations, DO NOT MOVE THE PERSON.**
 - **Special Situations • Shock – have the person lie down or remain lying down; elevate feet and keep warm**
 - **• Heavy Bleeding – apply direct pressure; elevate wound above heart**
 - **• Burns – if minor, cool with water, do NOT use ice**
 - **• Snake Bite – keep person calm; get help fast; identify snake if possible**
 - **• Poisoning – keep person calm; get help fast; identify source of poisoning**
 - **• Fractures – do not move; immobilize or support if needed**
 - **• Diabetes – get help fast, ask if you can get them anything**
 - **• Seizures – remove hazards; do not restrain; position on side**
 - **• Hyperventilation – start a conversation and have them try to take deep breaths**
 - **• Fainting – cushion fall, do not move them**

SECTION FOUR:

Enhanced Safety and Guidelines for Summer 2023

Dining Hygiene Plan

1. Camp Staff serving in the kitchen must wash their hands immediately upon entering the kitchen in the handwashing sink.
2. After the designated time for eating, the dining hall must be sanitized with the proper sanitizing agent.
 - a) wipe down all chairs and tables with sanitizing solution
 - b) wipe down all door knobs
 - c) take out all trash and sanitize the tops of the trash receptacles
 - d) Sanitize all food service areas
3. Place all used towels in the towel bin to be washed. Only use towels for one mealtime sanitization. DO NOT USE TOWELS FOR MORE THAN ONE MEAL.

Cabin Hygiene Plan

1. Proper Handwashing technique signs will be posted in all dorms
2. Hand Sanitizing stations will be available in every dorm in addition to the hand washing areas that are already available.
3. Each cabin will be supplied with an approved sanitizer and each contact surface must be wiped down every day while campers are present.

Management Plan for Infectious Outbreaks, including COVID-19.

During Camp

- If a camper exhibits any symptoms of COVID-19, they are to be isolated from all other campers in the medical area. Roger Dickey, our local emergency manager, is to be contacted and a COVID-19 test is to administered. The Camp Nurse must notify the Camp Director immediately.
- If the camper is found to test positive for COVID-19 the following must be implemented immediately:
 - a) Roger Dickey and Judge Lovell must be notified by the Camp Director and local emergency services will respond accordingly
 - b) Campers in the same dorm will be isolated for the next 24 hours to monitor any possible symptoms of COVID-19.
 - c) all parents of campers on campgrounds will be notified
 - d) staff will be isolated and must go through staff screening procedures

- All parents will be notified of the outbreak
- Enhanced cleaning measures including the cabin hygiene plan, dining hygiene plan, and sanitization areas will be followed
- Anyone unwilling to follow the enhanced safety regulations will be asked to leave campus immediately in order to provide the safest experience possible.

After Camp

- Camp Director will maintain contact with group leaders for two weeks in order to monitor any possible infections that may have been present during camp.