

Pine Springs Ranch

Christian Camp & Retreat Center



PSR Camp Employee Training Manual

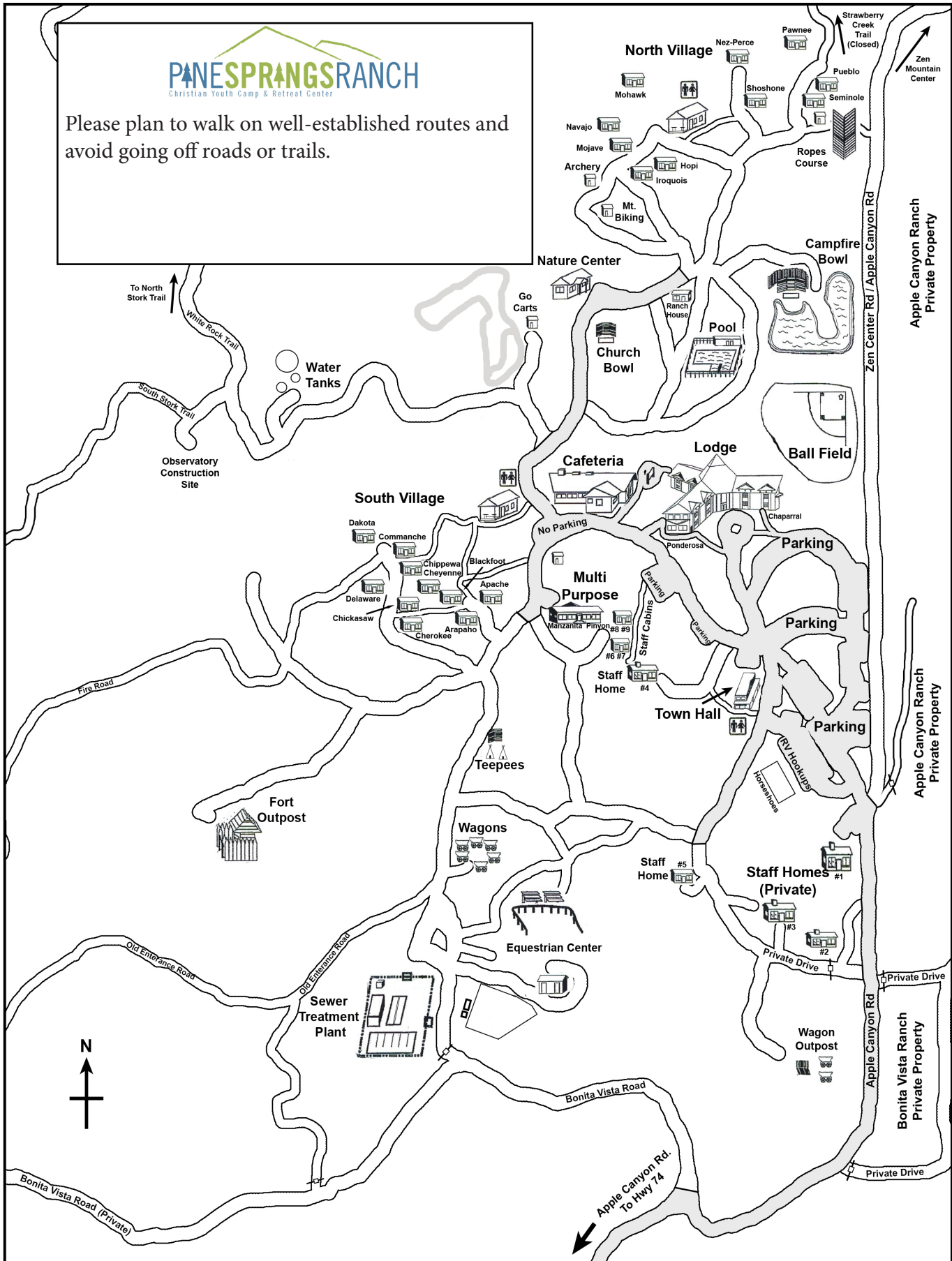
“Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.”
~1 Corinthians 9:25 NIV



PANESPRINGS RANCH

Christian Youth Camp & Retreat Center

Please plan to walk on well-established routes and avoid going off roads or trails.



Apple Canyon Ranch
Private Property

Apple Canyon Ranch
Private Property

Bonita Vista Ranch
Private Property

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Welcome to PSR Camp!

Camp Purpose

“Calling Camper to Christ”

Children who come to PSR Camp will be mentored into a meaningful relationship with Jesus Christ by trained staff who can demonstrate how much Jesus cares about us.

Camp Focus

Each season the SECC Youth Department & PSR Camp will construct a theme to help campers and staff highlight an aspect of our shared Christian faith. All of our themes are Bible-based, and should serve as a guide when planning our programs, worships, and activities. Each theme should demonstrate one or more of the following ideas:

1) Spreading the gospel, 2) Training leaders, 3) Outreach to the community, & 4) Communion with the faithful.

Camp Mission

Our mission is to reflect the glory of God by;

- 1) ...creating a safe, fun place for children and guests.
- 2) ...appreciating nature as His creation for all of us.
- 3) ...modeling a Christ-Centered lifestyle.
- 4) ...promoting learning, personal growth, and opportunities for children to practice independence & decision-making skills.

Camp Outcomes

We are going to achieve our mission this summer by doing the following things to the best of our abilities:

Supervisors who complete camp should be able to:

- 1) make useful recommendations for camp program improvements.
- 2) find other leadership opportunities at school, church, overseas, or their community.
- 3) identify new leaders to replace them as they move on to other ministry opportunities.

Staff who complete camp should be able to:

- 1) demonstrate growth.
- 2) find ministry opportunities at school, church, overseas, or their community.
- 3) enhance their peer group with new friends.
- 4) relate the camp experience to others, helping camp to continue by recruiting great staff.

Campers who complete camp should be able to:

- 1) tell others about how they connect with God.
- 2) tell others about their awesome counselors.
- 3) tell others about the new friends they made.
- 4) tell others about the new things they learned.
- 5) tell others about their appreciation for nature.
- 6) tell others about how fun camp was for them.

***Also see ‘Camper Goals’ on page 57.

Dear Camp Staff,

I am going to send my child to summer camp for the first time this year and I'm anxious, excited, and cautiously optimistic at the same time. I want to tell you what some of my concerns and hopes are so that you can know what I am expecting from you as you prepare to take care of him in a few weeks.

The first thing I need you to understand is that no one is better at taking care of my son than I am. I know his likes and dislikes, I know what he wants to eat versus what he needs to eat, I know his moods, I know when to push him or pull him or stop him entirely when he does or doesn't want to do something. I have a hard time believing that a teenager is going to be able to take care of my son and a whole cabin full of boys his age in a responsible way. When my son gets sunburned, he can't sleep. When he feels sick, it ruins his whole day. When he gets bug bites, he itches them and picks off the scabs when he's bored. When he showers I have to grab his dirty clothes so he doesn't put them back on. I hope you can understand that I've been practicing for camp with him, but I really have no idea if he'll do half the things we're working on and I wonder if his counselor will know what to do in order to keep him safe, clean, and healthy.

My husband and I want to know that our child will be happy, that he'll be well cared for, and that he won't be miserable for a whole week because of bullying or injury. I expect to get him back in at least the same condition I left him at camp in, but I'm also hoping that camp is going to change him for the better. I've been trying to get him to discover a hobby that isn't video games and I want camp to show him other options. I want him to practice his social skills, because making friends and being friendly to others is something that will benefit him for his entire life. I want him to decide to follow Jesus because he wants to, not because we take him to church. A cool teenager (that isn't mom or dad) can show him how to be a Christian in the world today!

Finally, he needs to learn how to make choices because I'm not always going to be around to pull a soda bottle, drugs, or alcohol out of his hands. I hope he'll practice some self-control at camp, but I also hope a responsible counselor is going to encourage him to make good choices and stop him if he decides to make bad ones.

Please remember that paying for camp is a luxury we can afford but it's still pretty expensive. When my younger daughter is old enough to go, it will be a little more of a hardship for us. Thank you for everything you do, we can't wait to hear the stories he's going to tell us on the drive home from Pine Springs Ranch.

What Campers Want

- 1) **We want** a personal introduction to the real Jesus.
- 2) **We want** *freedom* to make our own decisions to make mistakes from over-protectiveness which hinders our growth.
- 3) **We want** *responsibility*. Not too much, just enough to give us room to grow.
- 4) **We want** *authority* in a framework of life and understanding, but firm lines beyond which we cannot go. We want absolutes which cannot change—the truth of God's Word, God's changeless love, their absolute laws of justice and mercy.
- 5) **We want** *love* from a counselor with a big heart who did not come to camp out of a need for love, but out of a desire to give love without asking for anything in return.
- 6) **We want** *a vacation* from parents, school and responsibilities at home.
- 7) **We want** *stimulation* to achieve, to be actively interested in new fields.
- 8) **We want** *encouragement* to stick to a hard task.
- 9) **We want** *recognition* for a job well done.
- 10) **We want** to *belong* to become an equal part of a group, for this is security.
- 11) **We want** to have *fun* with our counselor and cabin mates.
- 12) **We want** *friends!* New and lasting friendships with kids the same age.

Staff Orientation

***Please be advised that until we are able to complete our staff policy training, these guidelines are provided for new staff as an introduction to PSR Camp and our site. All staff policies still apply so it is in your best interest to review them.**

RULES ORIENTATION

- 1) No smoking, drugs, marijuana, or alcohol are permitted on-site. Use of these items will result in termination.
- 2) Quiet time for camp is 10:30 PM. After this time employees should be in their designated areas unless a time extension is granted.
- 3) Men are not permitted in South Village, women are not permitted in North Village. No exceptions are allowed. Avoid the sleeping quarters & bathhouse of the opposite gender. No public displays of affection are allowed. Plan to never be alone with a member of the opposite sex for your own safety.
- 4) Do not attempt to feed, capture, kill, or manage wild animals.
- 5) Lighters, knives, fireworks, magnifying glasses, firearms, and slingshots are expressly forbidden.
- 6) Do not leave camp without permission or invite friends or family to visit during training week.
- 7) Obey all speed signals and other posted signs. Do not drive around camp in your personal vehicle.

BOUNDARIES

EAST: Barbed-wire & wooden pole fence along the Zen Center Rd.

SOUTH: Bonita Vista Rd. that runs beyond the horse corals, sewer plant, and mine outpost.

WEST: Fort Outpost & Marksmanship Range.

NORTH: North village living area, ropes course, and strawberry creek trail.

NATURAL HAZARDS

The PSR Pond is a non-enclosed body of water located near the campfire bowl. No swimming or fishing is allowed.

The PSR Ropes Course has non-enclosed spans of metal cable that run at elevations 1-2 feet above the ground. For this reason there is no admittance into that area without permission.

PSR Camp is surrounded by the San Jacinto Mountains which contain a variety of wild animals and poisonous plants. Please avoid contact with wildlife and unfamiliar plants and carry a flashlight at night for your own safety.

POTENTIAL HAZARDS

Please take care when using stairways, playing outdoor games, visiting the sauna, or visiting activity areas. Activity areas usually have specialized rules that you need to learn before participating.

PROTECTIVE GEAR

Face-shields, masks, gloves, helmets, pads, and other safety equipment will be provided for activities such as weed-whacking, painting indoors, landscaping, board sports, ropes course, marksmanship, and medical emergencies, etc...

SAFETY SIGNALS

- 1) Please listen for the continuous ringing of the bell, as it indicates an emergency (or a drill). Proceed to the lower parking lot when you hear this signal.
- 2) Please listen for the exterior & interior alarm systems in the lodge. Proceed to the lower parking lot when you hear this signal.

RADIO CODES

10-4: Acknowledged

10-7: Off Radio/Off Duty

10-8: Back On Radio/On Duty

10-53: Medical Emergency (& Location)

10-57: Missing Person (& Location)

10-66: Intruder (& Location)

10-66-ALL CAMP: Armed Intruder (& Location)

10-70: Smoke/Fire (& Location)

10-99: Department Closed (& Department)

CELL PHONES

Cell phone calls are only to be made during designated time off in the lodge or at the gate. If staff use or carry their cell phone outside the lodge as a clock/alarm clock, they are not to be operated while you are on duty. Due to the needs of their job, PSR leadership team members, camp doctors and nurses, camp pastors, and year round adult staff are exempt from this restriction. PSR Camp is not responsible for missing/lost/stolen cell phones.

CAFETERIA

Do not remove food from the cafeteria i.e. fruit, breakfast cereal, & desserts etc. No unsealed food allowed in cabins.

Afternoon Schedule

12:00 PM: Flex Staff group reports to Cafeteria

1:00 PM: Lunch

Location: Cafeteria

2:00 ~ 6:00 PM: Rotation Stations

1) Village Coordinators Station

Location: Ponderosa Room

2) Employee Paperwork Station

Location: Ponderosa Room

3) Music Coordination Station

Location: Chaparral Room

4) Performance/Audition Station

Location: Manzanita Room/Multipurpose bldg.

5) Staff Development Admin Station

Location: Lodge Front Desk

6) Facilities Station

Location: Town Hall Office

7) Assistant Director Station

Location: Manzanita Room/Multipurpose bldg.

6:00 PM: Dinner

Location: Cafeteria

6:45 PM: Volunteer Assignments

Location: TBD

7:00 PM: Family Group #1

Location: Various locations

8:30 PM: Worship

Location: Ponderosa Room

9:00 PM: Program Casting

Location: Ponderosa Room

10:15 PM: Program Casting Ends

Cast dismissed to village

10:30 PM: Quiet Time/Lights Out (Villages)

Location: North & South Village

What Supervisors Expect:

1) We hope that the people we hire maintain and grow from their personal connection to Jesus Christ every day.

2) We expect our employees to be committed to the camp's goals, standards, and training guidelines.

3) We want our employees to have a great experience at camp; sharpening their existing skills while also learning new ones.

4) We hope our employees will avoid the distractions that can arise from within our workplace such as:

Gossip & Drama

Distracting Relationships

Risky Behavior

& Disrespecting Others

5) We expect all our employees to treat their supervisors with respect, and honor each other in their speech and actions.

6) We want to create a trusting, friendly environment where no one is afraid to ask for help or seek guidance.

7) Your PSR Leadership Team is here to train, help, encourage, and support you. We are also here to evaluate, correct, and hold you accountable.

Camp is most successful when all of our staff is committed to upholding the principles and guidelines as defined in this manual. Then we can focus on the experience and success that God has in store for us!

Camp Specific Radio Codes

Black Hawk Down: Camper in Crisis/Request for help

Code Yellow: Wet sleeping bag

Code Brown: Camper with personal care emergency

Code Pink: Small family camper unattended

Cosby Sweater: Vomit

Blue Moose: Snake

Blue Moose with Antlers: Venomous Snake

STAFF POLICIES

EMPLOYMENT OPPORTUNITY POLICY

PSR Camp (located at 58000 Apple Canyon Rd., Mountain Center, CA 92561) is wholly owned and operated by the Southeastern California Conference of Seventh-day Adventists (SECC; which is located at 11330 Pierce St. Riverside, CA 92505). We are a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring.

It is our policy to recruit and promote for all job classifications on the basis of merit, qualification, competence, attitude, and spiritual commitment. No aspect of employment shall be influenced by race, sex, veteran status, ethnicity, national origin, gender, or handicap.

AGE

It is the policy of PSR Camp that at least 80% of our summer camp staff are 18 years of age or older. All staff must be at least 16 years of age. All counselors are at least 25 months older than all of the children under their supervision. All PSR instructors are 18 years of age, head instructors should be 21 years of age or have at least two years of experience in the department they are leading. All drivers who transport campers are at least 21 years of age.

AGENCY

All summer camp employees are agents of the Southeastern California Conference of Seventh-day Adventists and represent the Seventh-day Adventist Church and its values to the clients of PSR Camp.

AT-WILL EMPLOYMENT

All positions at SECC/PSR Christian Youth Camp fall under an employment “at-will” relationship. **This means that the employee or employer may terminate the employment relationship at any time for any reason or no reason with or without notice.** No representative of the employer, other than the Conference Executive Committee or its delegates, has any authority to enter into any agreement with the employee for any specified period of time or to make any agreement contrary to the foregoing.

STAFF MANUAL

This staff manual is provided to inform employees and answer common questions. This book also contains the standards of SECC/PSR Christian Youth Camp, our policies, outline of benefits, and all other procedures and how they will affect the employee. Please read it carefully and learn its contents. If questions arise which are not answered in this handbook, discuss them with your supervisor and/or the Camp Director. This staff manual replaces all previous staff manuals and shall be adhered to unless it is amended by SECC/PSR Christian Youth Camp.

PERSONNEL POLICIES

These policies have been established to help us:

- Keep Christ as the focus and center of everything we do.
- Inform staff about the legal obligations they are about to undertake.
- Minister as effectively as possible to the children who come to camp.
- Make the best use of God’s gift of time.
- Minimize potential areas of conflict and misunderstanding with our fellow staff members.
- Minimize, if not prevent, losses and emergencies. In addition, develop a well-known plan of action should emergencies occur.
- Best utilize the camp’s staff, environment, program, equipment, and financial resources.

BENEFITS

These policies will outline employees benefits, i.e. per diems, CPR/First aid cert., sick leave, and room & board, etc.

Pine Springs Ranch Christian Youth Camp Staff Policies

1. APPEARANCE. Our appearance at camp matters. When in a position of service, you are to dress in a clean and neat manner. Staff are expected to be in the unmodified, designated uniform at all times. Your personal day-off is a great time to prepare your clothes for the next work week. **MODIFICATIONS TO THE UNIFORM ARE NOT PERMITTED.**

A. Uniform: PSR Christian Youth Camp will provide the “top” portion of the daily uniform. Each day will have a designated T-shirt color, which must be worn. You will also be given a staff polo shirt to be worn on Sunday (all day). You will be also provided a jacket that can be worn to evening outposts when it is cold. On Sabbath blue jeans are not permitted. On Sunday you are to wear khaki shorts/pants.

B. Hair: Hair length and style must not be offensive to campers or the constituency, no unnatural colors.

C. Tattoos: All tattoos must be covered at all times while at camp or on a camp-sponsored trip.

D. Swimwear: Only one-piece swimming suits are permitted. For girls, board shorts and swim shirts are permitted, provided they cover one’s midsection. No speedo briefs for men are permitted.

E. Flip-flops: Flip-flops are not to be worn anywhere around camp except in the showers, at the pool, or at the waterslide area. Other types of sandals are permissible if they have a closed toed design and are secured to the foot by a heel strap or other means.

F. Jewelry: All forms of jewelry are unacceptable and must be removed while on camp premises or on a camp-sponsored trip. Achievement awards, crafts, and trinkets gained at camp are permissible. Hair bands stored on the wrist and wedding bands/rings are not jewelry.

G. Length of Shorts: All shorts for men and women should extend to a length of at least 4” above your knees.

H. Undergarments: No undergarments should be seen at any time, for males and females.

I. Yoga Pants & Spanx: No yoga pants are to be worn by staff on duty, spanx/leggings should be worn in combination with regulation length shorts.

2. AUTHORITY. PSR Christian Camp staff are expected to respect the established chain of command. Daily camp operations are overseen by the Leadership Team, namely the Executive Camp Director, Assistant Camp Director, Village Coordinators, Programming Coordinators, Activities Coordinator, & Staff Development Coordinators. Insubordination will not be tolerated, and will result in disciplinary action up to and including suspension without pay and/or termination. The Executive Camp Director has final authority over all camp personnel and activities on the grounds. In the absence of the Executive Camp Director, this authority is automatically delegated to the Assistant Camp Director. Further delegation of authority may be assigned for limited periods and will be announced as needed.

3. AVAILABILITY. When not on a regular day off, all camp staff are considered as being available for any and all camp ministry needs and duties around the clock regardless of primary work assignment. Should a staff member be asked by a member of the Leadership Team or department instructor for assistance, it is expected that the staff member will, within reason, exhibit a willingness to help wherever needed.

4. BREAK PERIODS. All PSR Camp staff will receive at least 120 minutes a day of unstructured time between 7:00 am (rise & shine) and 10:30 pm (quiet time), where they have no work assignment. PSR Camp staff are not allowed to leave camp during their break period, but otherwise may rest, relax, gather in common staff areas, their own lodge room, or the lodge rooms of the same gender. Camp supervisors may restructure break periods to meet the needs of camp, but will provide break periods at other times to satisfy the 120-minute period. When not on break, camp staff should report to all programs, line calls, and camp activity areas for work.

General Break Periods

Counselors: 7:30 am - 9:15 am (+1 additional 15 minute break from a counselor assistant before 10:30 pm lights out)

Instructors (Counselor Assistants) & Flex Staff: 1:30 pm - 2:30 pm & 6:10 pm - 7:10 pm

Flex Staff assigned to Cafe Rotation: 10:45 am - 12:00 pm & 3:00 pm - 5:00 pm & 8:45 pm - 10:30 pm
Maintenance: 8:00 pm - 10:00 pm.
Office Staff: As assigned by Camp Office Manager.
Student Nurses: As assigned by Head Nurse.

5. CAMP VEHICLES. Specific permission will be given to those who are authorized to operate camp vehicles. Without direct permission, staff may not use any camp vehicle for any reason whatsoever aside from medical emergency. Camp vehicles include golf carts, go-carts, trucks, vans, buses, or anything else with wheels belonging to the camp. Only licensed & approved drivers will be allowed to drive any camp vehicle.

Personal vehicles: Limited to the parking lot use only. PSR Camp takes no responsibility for your personal vehicle, park at your own risk. All staff who park a personal vehicle must register it with PSR Camp. In the midst of an emergency, PSR Camp gain written authorization for drivers to use their vehicles to evacuate campers and personnel. A speed limit of 15 MPH is strictly enforced at all times.

Golf Carts: The golf carts we utilize during summer are to be driven ONLY by those to whom they are assigned and only on roads (no off-road driving except for the camp nurse during emergencies). All our golf carts are leased for the summer. The assignments for the golf carts are: Maintenance, Housekeeping, Camp Nurse, & L-Team. Occasionally special permission may be extended to another staff member to utilize a golf cart for a necessary camp function. The “owner” of the golf cart is the one who has decides who can use the cart and for what purpose. Only licensed drivers will be allowed to drive golf carts.

6. CAMPER DISCIPLINE. Each staff member is fully and directly responsible for all campers under his/her care. Camp staff are expected to maintain camper discipline and keep their campers under control at all times. Each village coordinator is fully and directly responsible for all counselors in their village and should be informed of any aberrant behavior by campers and/or counselors. Staff must never, under any circumstances, strike, taunt, or otherwise physically and/or psychologically harm a camper. All camper behavior problems are to be dealt with on an individual basis. First by the counselor, then the appropriate village coordinator and finally, in serious situations, by the assistant camp director. At no time shall another staff member attempt discipline of a camper not assigned to their cabin unless they are:

A. Directly under their activity supervision (e.g., lifeguard, activity instructor, etc.)

B. Exhibiting behavior which might result in bodily harm to themselves or another person or is being disruptive to a group activity (such as a camp program). In such cases, the staff member should also advise the counselor of the action(s) taken so the counselor can follow through with the camper involved.

7. CLEANLINESS. Your living area should be as neat and clean as possible at all times. This will show respect to your roommates and the property of PSR. Spot inspections will be conducted on a weekly basis. Food found in lodge rooms that is not placed inside rodent-proof containers will be confiscated during lodge checks.

8. CONDUCT. While in the employment of SECC/PSR Christian Youth Camp, all camp staff agree to adjust their personal behavior and habits to harmonize with the ideals and standards of the Seventh-day Adventist Church and PSR Christian Youth Camp while at camp and during days off.

9. CONFLICT OF INTEREST. All trustees, officers and employees of denominational organizations have a duty to be free from the influence of any conflicting interest when they represent the Conference in negotiations or make representations with respect to dealings with third parties. These individuals are expected to deal with all persons doing business with the Conference on a basis that is in the best interest of the Conference without favor or preference to third parties or personal considerations. A conflict of interest arises when a trustee, an officer, or an employee of the Conference has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment he/she exercises on behalf of the Conference. He/she is to

consider only the interests of the Conference, always avoid inappropriate practices, and faithfully follow the established policies of the Conference. Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potential of being considered a conflict of interest, the following situations are considered by way of example only to have the potential for being in conflict and, therefore, are to be avoided:

- A. Engaging in outside business or employment that permits encroachment on the denominational organization's call for the full services of its employees even though there may not be any other conflict.
- B. Engaging in business with or employment by an employer that is any way competitive or in conflict with any transaction, activity, or objective of the organization.
- C. Engaging in any business with or employment by a non-denominational employer who is a supplier of goods or services to the denominational organization.
- D. Making use of the fact of employment by the denomination organization to further outside business or employment, or associating the denominational organization or its reputation with an outside business or employment.
- E. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
- F. Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustor or who is in any fiduciary relationship with the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
- G. Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and the employee.
- H. Making use of any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.

10. CURFEW. All areas of PSR Christian Youth Camp close down at 10:30 pm each night and all camp staff are expected be in their assigned quarters by this time, unless dismissed to perform other duties. Cabin checks and lodge room checks will be done every night. It is important that staff get sufficient rest not only to have the energy to perform their duties, but also for their own well-being and the safety of the campers. Room assignments may be changed to facilitate rest periods.

11. DEVOTIONAL LIFE. In addition to required attendance at staff worship every morning, you are urged to develop your own regular daily time and place for your communion with God. The extra demands placed upon you at camp make this strengthening of your own spiritual life a priority.

12. DINING ROOM. No bare feet, bathing suits, unpaid guests, or animals are allowed in the dining room. No silverware, dishes, or unauthorized food is allowed out the dining room.

13. DIRECT DEPOSIT. If you have elected to utilize Direct Deposit for your paychecks, your initial check(s) may or may not be automatically deposited; depending upon the testing time the Conference Office needs to verify the transaction routing. Expect that a regular paycheck will be available for pickup at the office for at least the first payday. Once you have been confirmed on Direct Deposit, you will receive a Statement of Deposit (available for pickup) on each payday.

14. DISMISSAL. The executive director & assistant camp director have the option of automatically dismissing staff if given sufficient cause by your supervisor. You may be given a probationary notice period of three days during which you will be sent off campus (unpaid suspension). PSR Christian Youth Camp always reserves the right, in the case of gross misconduct, to relieve staff members of their duties immediately.

15. ELECTRONIC DEVICES. Because our objectives call for a change of environment for the camper and

staff, we expect all staff members to observe a “secular media fast” by refraining from listening to or viewing secular media (music, movies, etc.), or to be in possession of DVD players, video games, televisions, etc. for the duration of summer camp while they are on camp premises. Personal listening devices are only allowed in the lodge, never when supervising campers, provided that appropriate Christian music is played. Staff members not complying with this policy will be required to remove non-allowed items from camp or risk confiscation. Those wishing to bring PC's must make arrangements with the Camp Director. Only those who have a legitimate need of a computer for their job at camp will be allowed to bring one to camp.

Cell Phones

Cell phone calls are only to be made during designated time off in the lodge or at the gate. If staff use or carry their cell phone outside the lodge as a clock/alarm clock, they are not to be operated while you are on duty. Due to the needs of their job, PSR leadership team members, camp doctors and nurses, camp pastors, and year round adult staff are exempt from this restriction. PSR Camp is not responsible for missing/lost/stolen cell phones.

16. EMERGENCIES. The continuous sounding of the bell will signal fire or other danger. You are to report immediately to the area specified in the emergency plans.

17. EMPLOYEE EVALUATIONS & FEEDBACK. Staff observation is measured in three ways, testing during staff training week, regular daily feedback, & written evaluations. Initial testing will occur during the staff training session, and the regular evaluations (both verbal and written) will occur under the supervision of department heads and head instructors on the following schedule:

1. Head Instructors (PC-1) will complete evaluations of the individuals in their departments at the conclusion of our discovery and combo camp II sessions.
2. Village Coordinators will complete evaluations of counselors at the conclusion of each week within the camp session.
3. Department Heads (PC-2) will complete a total of three evaluations of each activity area that they supervise during the camp season.
4. The Assistant Camp Director will complete a total of three evaluations of each department head, the first one to occur within the first ten contract days.

18. EMPLOYEE TRAINING & TESTING. PSR Camp reserves the right to change the work assignment of any staff member based on how they respond to training and testing.

19. EQUIPMENT. Tools, keys, supplies, and other equipment may be checked out to camp staff for use. These must be returned. You will be charged for all non-returned items. Please use the checkout forms. Camp equipment should be checked before each use. If equipment is no longer in good condition, remove it for evaluation by your supervisor. Damaged equipment should be marked and not stored with working equipment.

20. FIRE. No open flame is permitted at PSR, except as approved by the Director for a specific program. This includes all lighters, candles, matches, firecrackers, etc. It is against camp regulations to play with any fire equipment or fire-fighting apparatus within the camp. All fire hoses will be kept in their respective positions and are not to be used except by order of the Leadership Team or in case of fire. No campers or staff may have matches or lighters in their possession. No candles will be allowed in the cabins.

21. FOOD. Food, drinks, candy and/or gum are not permitted in cabins. Any food brought by a camper must be kept in a sealed container. Parties are to be scheduled in advance with the Village Coordinator.

22. GASOLINE PURCHASES. Gasoline is available for emergencies or camp business only. Arrangements are to be made with camp rangers or the Camp Director. All gasoline is to be paid for at the time of purchase.

23. GOSSIP & DRAMA. Gossip: Engaging in casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true. In the workplace, gossip is an activity that can drain, distract, and detract from employee job satisfaction. We all have participated in this, yet most of us say we don't like it. In order to create a more professional workplace, we are choosing to make a commitment to change our atmosphere to be gossip free.

You enter into gossip by choice – you can opt out of the activity at work. In order to end gossip means to end a particular type of communications – and that can be talk or email communications.

- Gossip always involves a person who is not present.
- Unwelcome and negative gossip involved criticizing another person
- Gossip often is about conjecture that can injure another person's credibility, reputation.

We commit ourselves to the “clean communication” code:

1. I will not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.
2. I will refuse to participate in negative conversations about someone who is not present. I will change the subject or tell them I have agreed not to talk about others.
3. I will choose not to respond to negative email or use email to pass on private or derogatory information about any person on our staff.
4. While off the job, I will not speak to another staff member about people at camp in a derogatory light. If I have feelings, I will select to talk to someone not associated with camp.
5. If another person on the staff does something unethical, incorrect, against policy/procedures, or disruptive I will use the proper channels to report this to the person in authority to take corrective action.
6. I will mind my own business, do good work, be a professional adult and expect the same from others.
7. I will talk to people who I have minor disagreements with and do my best to resolve them amicably.

24. GRIEVANCE POLICY. Wherever people work together, misunderstandings may occur because of differences in personality and viewpoint, communication problems, and work pressures. The Conference encourages all misunderstandings to be handled at the department level whenever possible. The Human Resources department level is always available, however, to assist departments and employees in resolving misunderstandings.

The Conference has established a procedure to allow employees an opportunity to voice any concerns they may have as to the identification and solution of differences regarding wages, hours, or working conditions.

The following steps are provided to all employees:

Step 1: Employee should first raise any problems verbally with the immediate supervisor. If the problem is not resolved by this process, the employee should consult verbally with the department head.

Step 2: If the problem is not resolved, an employee may file a written complaint with the Human Resources Department. The Human Resources Department will review and investigate the grievance and endeavor to provide the employee with a response within ten (10) working days from receipt of the grievance.

Step 3: Grievance Committee - If the previous steps do not resolve the issue, the employee has the right to ask for a hearing before the Personnel Committee which shall forward its recommendation to the Conference Executive Committee. Conference Executive Committee's evaluation and resolution of the problem will be considered final and binding.

25. HEALTH EXAMINATION. Should there be any question of physical fitness on the part of the employee; the camp shall reserve the right to require, at any time during employment, a health examination by the physician or clinic of the camp's choice at the expense of PSR Christian Youth Camp.

26. HOSPITALIZATION - MEDICAL CARE. All SECC/PSR Christian Youth Camp employees and volunteers are covered by workman's compensation insurance. The camp will take care of all expenses of employees and volunteers due to injury, if the injury is sustained when the employee and volunteer are carrying out the responsibilities of their employment. Expenses created by sickness or injury when not at work are the responsibilities of the employee and volunteer.

27. IDYLLWILD TIME. Staff members who pass room inspection and are not on probation may be allowed time on Sunday afternoons (approx. 12:00-2:20 pm) for time off-campus. Staff who return late from Idyllwild risk losing this privilege.

28. INSURANCE. Employee and volunteers driving PSR/SECC vehicles or PSR/SECC rental vehicles are covered by SECC's commercial auto insurance policy. In an employee is driving their own person vehicle while on duty, they are covered by their own auto insurance primarily, and PSR/SECC's auto insurance secondarily. Only during an emergency and or evacuation will you be asked to drive your own personal vehicle for PSR Camp. For offsite staff events where employees are expected to attend, minor staff must be transported by an approved PSR driver.

29. INVENTORIES. Each staff member is responsible for ensuring that an adequate supply of materials is always on hand. Monitoring of quantities will be done regularly, but whenever the last box/case/bag etc...is opened; it should be reported to their supervisor. Each department is to turn in a complete inventory at the beginning and end of camp.

30. KITCHEN. No one is permitted in the kitchen preparation area unless on duty there. Members of the leadership team are permitted to enter the kitchen when on camp business.

31. LAUNDRY. Laundry is available for \$10 (per load) paid to the office and then dropped off with PSR Camp's housekeeping staff. The availability of this service is limited.

32. LIGHTS. The last person leaving a building is to close the door and turn out the lights. This is the responsibility of the counselors in their cabins or whoever is in charge of an activity in a particular building.

33. LODGE POLICIES. All staff are required to assist in keeping all areas of the lodge clean and tidy at all times and to take a personal interest in caring for lodge furnishings, instruments, and recreational equipment. There will be lodge room inspections every week. Failure to pass will result in all roommates forfeiting Idyllwild Time the following week until the room passes inspection. At no time are individuals allowed into the rooms of the opposite gender. Campers are not allowed in the lodge except to visit the Camp Nurse or as part of a camp activity.

Employee Checkout

At the conclusion of camp, employees are responsible for damage done to their shared lodge room and common staff areas. Any unpaid charges will be deducted from the general pool for seasonal bonuses.

34. OFF GROUNDS. Staff members may leave the camp grounds only after signing out at the PSR Christian Youth Camp Office on a chart with time due back, purpose of the trip, and, if needed, the supervisor's initials in advance. Substitutions for jobs must be posted before leaving, with supervisor's initials. Call the office if you cannot be back at the noted time. **Leaving the campground without permission, except for a real emergency, is grounds for dismissal from employment.**

35. OFFICE HOURS. Due to an extremely busy schedule, the PSR Christian Youth Camp Office is off-limits at any other time to camp staff except for official camp business or emergencies.

36. ON TIME, ON LOCATION. PSR Christian Camp staff are expected to know the camp schedule and be on

time to their assigned locations with a positive attitude, ready to work. This includes being punctual to all staff meetings and worships. If necessary, staff are expected to take the initiative in finding out their work assignments from the appropriate leadership team member.

37. PAYMENT OF SALARY. Staff paychecks are distributed every other Sunday at staff meeting. Staff paychecks may only be picked up by the payee (a signature is required). Federal and State Income Tax, and Social Security will be deducted from each paycheck. Room and board is provided as part of your compensation. Your last paycheck will be mailed directly to you at the address you specify at the end of camp.

38. PERSONAL EQUIPMENT. The camp administration assumes no responsibility for staff members' personal equipment and/or valuables. Staff members may check valuables and personal items in with the PSR Christian Youth Camp Office for safekeeping. At no time will the use of your personal equipment:

- A. Endanger the life or safety of another human being or animal.
- B. Distract the staff member from her or her assigned duties.
- C. Violate any camp policy (listed in these staff policies).
- D. Be annoying and/or disruptive to another staff member or camper.

39. PETS. No staff pets are allowed unless prior arrangements have been made.

40. RESIGNATIONS. Employees should give a minimum of three days' notice. The greater the responsibility of the position, the greater the amount of notice the employee should give. During the time between notice and actually leaving the position, staff members should do all in their power to protect the interests of the camp ministry by leaving their department in good shape and by assisting in paving the way for their successor.

41. ROOM & BOARD. PSR Camp will deduct the 'fair value' of meals and lodging from my salary as determined by California state labor code for recreational employees. PLEASE NOTE: Your contracted weekly wage & daily rate above already reflects the lodging and meals deduction.

42. SAFETY. Safety at PSR is a high priority. We proactively analyze risks and focus on prevention. We must think of safety in two ways: Outside safety and inside safety.

Outside safety means "physical" safety – preventing as much physical hurt and harm to campers as possible. Do not take unnecessary risks! While we cannot eliminate risk from our active camp program, we can minimize it to an acceptable level. When doing an activity ask yourself "Is there anything unsafe here?" and "If something goes wrong here, what will it be?" Parents expect that you will make the same safety decisions they would make under similar circumstances. If you are injured, report immediately to the nurse for care. In case of illness, the nurse can request that your supervisor excuse you for that day.

Inside safety means "psychological" or "emotional" safety. It means protecting campers from damage to their feelings that is inflicted intentionally or even unknowingly by others. This means creating a camp culture where everyone works on eliminating put-downs, "dissing", cruel teasing, taunting, ridicule, and other demeaning and degrading behavior.

Remember, at PSR everybody's safe. At NO TIME should any staff member join in these kinds of behaviors. Neither should they stand by and tolerate it.

43. SHADE. For every two hour activity period (regardless of the activity) employees & campers should plan to spend at least ten minutes within the shade. During that time rehydration should take place, sunscreen may need to be re-applied, and employee should check-in with each other to determine levels of exertion. For sports activities (i.e. basketball, biking, soccer, etc..) staff & campers should spend ten minutes in the shade for each hour they

are participating in the activity.

44. SICK LEAVE. PSR Camp will advance all contract employees one day (24 hours) of paid sick leave for the entire summer camp season. In order to qualify for sick leave, employees must have a sick-leave form filled out by either the camp nurse or a physician. Returning staff can accrue leave up to 3 days.

45. STAFF DISCIPLINE. Staff members violating a stated camp policy will be approached first by their immediate supervisor or member of the Leadership Team. If the matter cannot be resolved, it will then be referred to the Assistant Camp Director. Serious and/or recurring cases of staff discipline will be referred to the Executive Director.

Depending on the severity and/or frequency of the infraction(s), consequences include verbal or written warnings, suspension without pay, or immediate termination of contract and dismissal. Members of the Leadership Team will be able to issue verbal and written warnings and/or recommend other disciplinary measures to the Camp Director. The Camp Director or the Assistant Camp Director has the authority to place staff on suspension. Only the Camp Director & Assistant Camp Director can terminate a staff contract.

The following behaviors will result in immediate termination:

A. Fraternalization with campers

You are here to serve the campers and prayerfully lead them to Christ. Only a minimum of social contact will be permitted. PSR Christian Camp staff are expected to never become romantic, intimate, suggestive, sexual, or be alone with a camper at any time. Do not take a camper into your room or behind a closed door for any reason. **NO DATES OR ROMANTIC INVOLVEMENT WITH CAMPERS WILL BE TOLERATED.**

B. Insubordination / defiance toward authority of the leadership staff / Leaving camp without permission

Employee/employer relationships are based on mutual trust & respect, however employees are expected to follow the directives of their supervisor within reason.

C. Relationships: Sexual harassment or visible/inappropriate relationships between staff.

Staff members must never engage in behavior that may be construed as sexual harassment towards a camper or another staff member. Verified cases of sexual impropriety or harassment will result in immediate termination and possibly legal action. As representatives of Christ here on earth, employees of SECC/PSR Christian Youth Camp are to be Christ-like in every action, thought, and deed. We are instructed to honor and uplift one another. As such, one must never place another staff member in a position of embarrassment or disrespect/harassment due to sexual gestures, pictures, or comments. To do so would be a violation of God's law and the law of the land; this protects human rights in the workplace.

Title VII of the Civil Rights Act (1964), administered by the U.S. Equal Employment Opportunity Commission (EEOC) has issued guidelines which relate to sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Specific examples of the above mentioned sexual harassment guidelines may include, but are not limited to, the following:

i. Verbal harassment or abuse (e.g. degrading comments, propositions, jokes, pictures, posters;

- ii. Unnecessary or inappropriate touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another individual's body, etc.);
- iii. The threat, suggestion, or action making the individual's job, future promotions, wages, or any terms or conditions of employment dependent on whether or not he/she submits to sexual demands or tolerate sexually related harassment.

SECC/PSR Christian Youth Camp recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve this goal, certain appropriate methods are utilized to alert employees of this issue. In order to do this, all employees are made aware that sexual harassment violates the law and is prohibited by SECC/PSR Christian Youth Camp. Further, each employee is advised that appropriate sanctions will be utilized if sexual harassment is found to have occurred. *Sexual harassment at SECC/PSR Christian Youth Camp will not be tolerated in any form. If an employee encounters verbal or physical sexual harassment from supervisors, fellow employees, clients or nonemployees on the premise, the following steps should be taken immediately:*

- i. The complainant should report the incident(s) to the department coordinator, Camp Director, or Conference Human Resources Director immediately. In lieu of the Conference Human Resources Director, the individual may be designated by Conference Administration. Originally the complaint may be made verbally or in writing. If a verbal complaint is received, the employee should be asked to reduce it to writing. A discussion should be conducted in an objective and thorough manner with both parties and both parties should be notified not to discuss the matter elsewhere due to the confidentiality of the complaint and the investigation process.
- ii. The conference human resources director, or designee, will talk confidentially to all involved persons and determine whether an act of unwanted sexual harassment did occur. Written statements will be obtained as appropriate. If it is determined the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending upon the severity of the harassment, discipline may include a written warning, relocation, suspension, or termination.
- iii. The conference human resources director, or designee, will then notify the complainant and explain that appropriate corrective action has been taken.
- iv. All employees of SECC/PSR Christian Youth Camp who are aware of incidents of sexual harassment in the workplace are responsible for reporting such incidents immediately to the Conference Human Resources Director, or designee, supervisor, department, or another official for investigation.

Harassment

Harassment of any kind is unacceptable behavior at SECC/PSR Christian Youth Camp. We expect all employees to respect and uplift one another and to abide by God's Law which protects human rights. SECC/PSR Christian Youth Camp will not tolerate harassment and doing so can lead to termination. If an employee is affected, the process to follow is the same as the one described under the Sexual Harassment Policy.

Staff Relationships

PSR Christian Camp staff are expected to keep staff relationships discreet, preferably on hold for the summer. Public displays of affection, including but not limited to kissing, hand holding, massages, or extended physical contact, with any staff member are inappropriate and unacceptable at any time, even in private, while on camp premises or during any camp-sponsored activities away from camp, including trip camps. Staff relationships must not interfere with camp work responsibilities. Staff and guests of staff are never allowed to enter the rooms and cabins of the opposite gender.

If you are dating another staff member who is below you in the chain-of-command, you are required to disclose that information to the camp administration.

D. Extreme behavior & pranks

Extreme behavior & pranks are broadly defined as any behavior that is indecent, dangerous, outrageous, and might cause someone emotional or mental distress. Pranks are not allowed at PSR Camp because they erode morale and often illicit a response that is larger than the initial instigating incident.

E. Drugs, firearms, alcohol, tobacco, & knives (the use or possession of these items at camp)

PSR Christian Camp staff are expected to abstain from drugs, alcohol, and tobacco in the time up to and during their term of employment. Simple possession of any of these items or any illegal controlled substance will result in immediate termination. All prescription and over-the-counter medication must be disclosed to the Camp Nurse. Leadership staff have the right to search a staff member's personal belongings in their lodge room and/or car with or without the staff person being present, under reasonable suspicion that a violation of this policy has occurred. No firearms are allowed on camp property, possession of knives is limited to those who are cleared to have one in their department area.

In the event of immediate termination, the staff member is expected to leave camp premises with all belongings within **20 minutes** of termination notification.

46. STAFF FATIGUE. Staff fatigue can be minimized if you go to bed on time and get adequate rest. You are free to enjoy your day off as you wish within Christian standards; however, you are also expected to do your part in getting proper rest.

47. STAFF GUESTS. Given the nature of summer camp employment, staff guest visits are inappropriate and not allowed Sunday thru Friday. However, exceptions may be made for family visits on Sabbath with prior approval by the assistant camp director. Only checks and cash will be accepted for meals, lodging, or souvenirs. Staff members are wholly responsible for any expenses incurred by staff guests (e.g. cafeteria meals: \$10.45, lodge room \$59.95, rental fees, etc.)

48. STAFF DAYS OFF. All staff members have one 23-hour period off per week. You are required to be back on duty at 5:10 pm after your day off. On-time employees will be in uniform and checking in with the administrative coordinator and/or assistant camp director at 5:10 pm in front the lodge.

A. Absence: PSR is not obligated to honor requests for specific and/or additional time off if they have not been pre-arranged and stated in your contract. If no pre-arranged time off is stated on this contract, then you are accepting a commitment to continuous employment for the dates listed at the top of this contract.

B. Emergency Leave of Absence: In the event of death or serious illness in the family or other similarly urgent business, unpaid leave will be granted according to individual circumstances at the discretion of the Assistant Camp Director.

Employees who are consistently late may be disciplined with write-ups, work suspension(s), and termination.

49. STAFF PROGRAM POLICY. One of the most meaningful parts of camp is our large group programs. These programs are aimed at the campers, not the staff. While we hope that our staff will enjoy the camp programs, all material shared will be age-appropriate for the camper. Each program has an L-team director for that particular program, often a Program Coordinator or the Activities Coordinator. They will choose participants that will help accomplish the purpose of the particular program. If the program involves a scripted play, each actor/actress is required to STAY ON SCRIPT, and avoid ad-libbing. It is a privilege, not a right, to be involved in our public programs. If an actor/actress persists in distracting campers through their actions or attitude, he/she will be replaced. Staff in the audience are also part of the program. Their role is to minimize distractions during the program. Staff in the audience are not to distract campers from the program by talking with each other during the program or allowing campers to disrupt the program by their talking/shouting/behavior at inappropriate times. Staff should be

engaged with the programs, and will avoid sleeping, reading, or loud conversations with others. Non-counseling staff (not on break) are required to stay by after the nightly programs to help with tear down.

50. TRAVEL MEAL PER DIEM. Employees who are requested to work off-site (excluding trip camps) during meal times will be provided a meal per diem at a rate determined by SECC/PSR Camp. Employees must submit a SECC Travel & Expense Report form for each per diem meal, which will be added to the next employee payroll. Employees will receive the current set amount of the per diem regardless of out of pocket expenses.

Flex Staff

Pine Springs Ranch Christian Youth Camp Flex Staff Policies Appx

1. 76/26. Flex staff can be reassigned within the following areas (village, cafeteria, activity department) without any prior notice and for any reason. However, once a member of the flex staff has served 76 meals in the cafeteria, they are free to decline all future cafeteria assignments. Also, once a member of the flex staff has spent 26 daily periods as an activity assistant and/or assistant counselor they are free to decline all future assignments to departments and/or the village.

2. ASSIGNMENTS. Flex staff are unable to swap shifts or change crews without the approval of the food service director and their staff development coordinator.

3. CREW CHANGE. Flex staff may be required to swap crews due to personality conflicts, resignations, firings, etc. If you are placed back into the cafeteria or into the activity assistant/assistant counselor staff during a non-shift week, the 76/26 rule will still be in effect.

4. MINIMUM AGE SUPERVISOR. Minor flex staff can be the sole supervisor of campers only under these conditions:

- A. They are 25 months older than the oldest camper in the group.
- B. The period in which they are the sole supervisor does not exceed 120 minutes.
- C. They completed and were graded on all staff training sessions.

Please note: Minor staff will be used as sole supervisors only as a last resort.

5. PROGRAMING. Flex staff who desire to be in our Outpost or Sunday PM programs must find someone in the other crew (mirror) who will take their role when they are on duty in the cafeteria. To avoid scheduling conflicts, a maximum of two mirrors will be allowed per program.

(51. Z. Consider your time here, in close proximity with other Christians who are near your age, as an opportunity to start developing your professional reputation. After camp is over we hope that you'll stay in contact with each, and be able to help each other as you all pursue higher education, careers, and other personal goals and dreams.)

SUMMER CAMP
STAFF TRAINING

SUICIDE PREVENTION

YOU CAN SAVE A LIFE

This training is designed to prepare you to **observe, listen, and act** to potentially save the lives of children who are on their way to camp.

These campers may be outwardly happy or seem depressed and unstable. They may dress in bright colors or wear heavy long-sleeved coats in hot temperatures to hide scars or signs of self-harm. **Observation** of your campers can give you the first meaningful hints about what they are thinking and feeling and it's your first tool for suicide prevention.

Outward signs: doesn't eat, seems depressed or withdrawn, extreme anger or a complete lack of emotion, reckless behavior, scar clusters on areas of the body that are normally covered by clothing, and changes in sleeping patterns.

Even when a camper displays several of these outward signs, counselors and staff may attribute the cause of the behavior to homesickness or misconduct. This happens because staff usually doesn't know the campers well enough to determine what would indicate abnormal behavior for each child.

This is why **listening** is also an important skill to develop. Observation combined with listening to your campers will give you the best chance to identify warning signs that need to be reported to a supervisor.

Don't promise to keep the secrets of your campers, **four out of five children talk or ask questions about suicide before an attempt** and never hesitate to talk to a supervisor about a child who may be self-harming and/or suicidal.

WHY DIE?

Causes of suicide are vast but they generally fall into two distinct categories.

1) People who are experiencing an **ongoing, persistent problem or state of mind** from which they can see no hope or resolution. These people are depressed, in pain or suffering from an ailment/injury, feel powerless because they have no control of their life or environment, or feel isolated and lonely. Death seems like a welcome relief from the pain of existence.

2) People who are experiencing an **episodic but extreme life event**, who decide to end their lives because they are feeling painful emotions or thoughts, a desire to avoid failure, shame, loneliness, or their fears about the future. The decision to die is usually made on a whim, with few or no signs.

In the past suicide has been described as, "...permanent solution for a temporary problem," but this is not the reality. Often people suffer for years before any attempt.

LISTENING TO YOUR CAMPERS

Thoughts

“No matter what I do, I can’t believe that anyone really cares about me.”

One of the cub campers in our cabin has a really hard time falling asleep, hates the programs & activities, and told another child in the cabin that they, “...just want to die.”

Q: How concerned should I be?

A: Very Concerned

Children who talk about long depressions, their own death, abuse, anxiety, drug use, self-harm, feelings of being overwhelmed, and feelings of hopelessness/grief are cluing you into their state of mind.

Sometimes children exaggerate, lie, or are often still practicing the skills of self-expression. However, every time a camper expresses a desire to harm themselves you should be prepared to report it to a supervisor.

Planning

“I’m going to kill myself and this is how I’m going to do it.”

A camper from my activity class handed me a bottle of Tylenol® near the end of their week at camp and told me they didn’t feel like killing themselves anymore.

Q: How concerned should I be?

A: Very Concerned

People who have a specific plan to kill themselves are between 10 to 16 times more likely to make the attempt. Even if a camper has changed their mind, they are still at a higher risk of self-harm.

Planning a suicide is usually the next step after having suicidal thoughts. You can potentially save a life by taking action at the planning stage by sharing the information as soon as possible with a supervisor.

History

“I’ve already tried to kill myself in the past.”

During an emotional conversation after our campfire program, one of my campers started crying and confessed that they had tried to kill themselves last year.

Q: How concerned should I be?

A: Very Concerned

One of the top indicators of a future suicide attempt is a previous suicide attempt. When a child talks about a previous attempt with you or with your cabin unit, you should be prepared to ask a follow-up question:

“How are you feeling now?” and/or, “Can you remember the last time you felt like hurting yourself?”

At the next opportunity, share all of the information with your supervisor.

DIRECTOR’S NOTE

My biggest job as camp director is to keep everyone safe. If camp isn’t a safe place for children, staff, and guests then I’m doing my job wrong.

You probably noticed that the correct solution in every scenario above was the same: **Share the information you’ve gathered about self-harm/suicide, thoughts of**

self-harm/suicide, or even previous self-harm/suicide to a supervisor. Don’t try to handle these issues on your own or ignore them because you don’t think they’re credible.

Protect yourself, campers, and camp by always sharing this information with a supervisor and then be prepared to help us implement our action plan.

ACTING ON YOUR ACTION PLAN

You saw or heard something that concerned you, you arranged for someone else to handle your immediate responsibilities, and now you're on the way to the administrative office to share the information you've gathered with the appropriate supervisor.

STEP #1



Talking with a Supervisor

The person who observes or hears about the self-harm and/or suicidal thoughts or actions should be the person who talks with a supervisor. If a supervisor hears about the situation from someone else, they should seek out the original source of the information.

The supervisor will probably have a short interview with you, a conversation with the camper (where you may or may not be asked to attend), and then ask you to document what you heard on an incident report.

If you're not sure who your supervisor is, plan to report your concerns to the Executive Camp Director or the Assistant Camp Director if the Executive Director is not available.

STEP #2



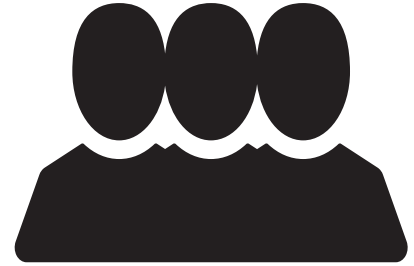
Documentation

Incident reports should be completed within the same day as the event, ideally within the same hour.

Good reporting will include names, dates, times, witnesses, quotations, possible rule violations, and details about what exactly happened. If you observed any outward signs earlier in the week that now make sense in this new context you may want to include a timeline of events. If reports are handwritten, have them typed as soon as possible.

Even when you've finished your report, information about parent/guardian contact (names, dates & times, and impressions) should be included before the report is added to the camper's medical file.

STEP #3



Involving Family

Assuming that the camper is not in present danger the camp director or their designee will probably speak to the witness(es), review all of the documentation, ask follow-up questions, and then call the parents or guardians of the camper.

However, if the parents or guardians are the proximate cause of the camper's distress, the camp director may call Child Protective Services (CPS) to report the incident first.

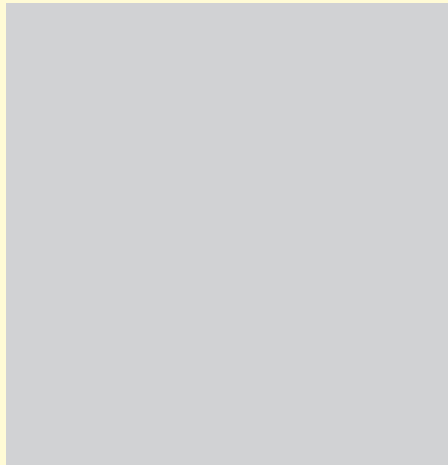
At this point it's difficult to determine what will happen based on all of the variables, but the most likely outcome is that the child will be removed from camp to receive care. This is a good thing and will hopefully preserve the camper's life and well-being.

PROTECTING THE VULNERABLE

You will be a **SUPERHERO** for a child who left camp for psychological reasons by acknowledging their absence, but not speculating about their health condition, family life, or sharing any information that is private.

SUICIDE IS A SENSITIVE ISSUE

Feeling or acting on suicidal thoughts isn't the same as having a conversation on the subject of suicide. Children are curious and may engage you or other children in the cabin in conversations about self-harm/suicide. However, because the subject matter is very sensitive, you should really carefully consider if the conversation is appropriate for these children in the camp space. You can always bring in a supervisor or even the camp director to have one-on-one conversations with campers who are seeking serious guidance and information.

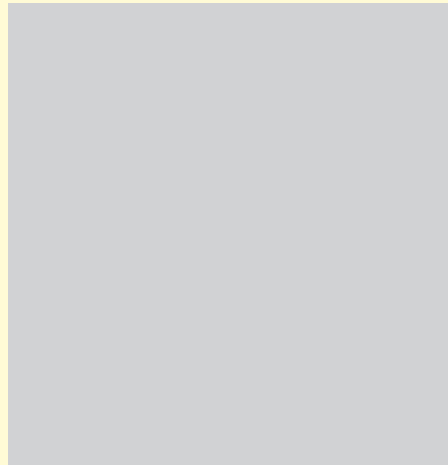


Ages 7-10

Conversations about suicide are infrequent in this age group and usually revolve around characters from stories, movies, the Bible, & occasionally family members who killed themselves.

Parents of children in this age group usually want to be the primary guide for their child on issues of dying and death, so the safest course of action is to steer the conversation into a more appropriate subject.

Don't overreact or ignore the subject if the camper persists¹, but be careful, listen, and use reflective questions².

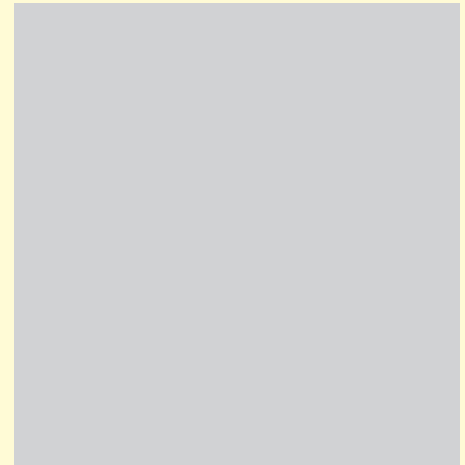


Ages 11-13

This age group has a better grasp on suicide and death, but they're just starting to question their own beliefs and measuring what they think against what they've been taught.

Parents of children in this age group are still trying to instill certain beliefs in their children, so reflective questions, 'referee-ing'³ conversations between campers, and not dwelling too long on the subject are all appropriate.

Sometimes children will demean the strongly held beliefs of others; do not allow this to happen.



Ages 14-17

Children in this age group probably have had suicidal thoughts or know someone who has. They are gathering all of the information they can find on subjects that interest them, but often do not have the experience or wisdom to understand it.

This is the age group where parents are hoping you'll be a role-model and reflect the values of acceptance and belonging so that their child doesn't feel isolated or lonely.

All conversation on suicide needs to be closely monitored⁴, refereed, and need your active guidance and input.

¹Persistent questions about death, self-harm, and suicide from a child under the age of ten should be regarded with concern and the parents should be contacted.

²A reflective question is when you make an observation about their question, and then ask them the same question, i.e. "That's a great question. What do you think?" or, "That's a great question. What would your parents say?"

³'Referee-ing' a discussion is when you guide a conversation, allowing campers to express themselves but also ensuring that no viewpoint is belittled or disregarded.

⁴Careful! Your campers may have a friend or family member who has committed suicide. Declarations about the afterlife of suicide victims can be a very sensitive topic.

ADDITIONAL SUICIDE RISK FACTORS

Native Americans, LGBTQIA youth, bullied youth, substance abuse, family history of suicide, psychological disorders, history of abuse or mistreatment, social crisis or loss or a meaningful relationship, knowing someone who has committed suicide.

Camp staff are MANDATORY REPORTERS. For more information on mandatory reporting, please see 'The Big Eight.'

SUMMER CAMP
STAFF TRAINING

RISK MANAGEMENT

MOST HARM IS UNINTENTIONAL

Our intention is that children are relatively unharmed by their time at camp and return home with **stories instead of scars**. We're going to accomplish this goal by:

- 1) Placing the needs of camp ahead of our own personal goals or opportunities (Camp is for campers).
- 2) Providing proper supervision for the children under our care.
- 3) Using the specially designed safety gear provided for each activity.
- 4) Ensuring the rules for participation are stated and then followed by campers and staff.

If we can follow these four objectives, then we should be able to minimize the risk of unintentional harm to ourselves, campers, and guests.

CAMP IS FOR CAMPER

Camp work requires staff to put the needs of others before their own personal wants and desires. Here are a few examples of staff who forgot that **camp is for campers**.

Example #1: Working on personal goals

The skateboarding instructor always stays behind after class to inventory items and put things away. Near the end of camp he starts to stay behind to practice a difficult trick off of the highest ramp, and his determination to master the move eventually leads him to spend more and more time at the skate park. During the final days of camp, he practices during meals, break times, and even during class when he is supposed to be teaching. On the second to last day of camp, he falls and breaks his arm.

The skateboarding instructor was doing something most people would consider positive (practicing a skill, using determination, etc.) but in the wrong place & time. This kind of behavior is usually allowed to continue because the other skateboarding staff find themselves cheering him on or give him the benefit of the doubt (i.e. "He knows what he's doing").

Example #2: Being the center of attention

One of the counselors declares that he is going to eat a dozen hard-boiled eggs at the picnic tables (where only the staff eats breakfast) on Monday, and invites all employees to watch. The small event is well attended and people are disgusted, impressed, or just entertained by the attempt. The next day a different staff member declares he will eat thirteen hard-boiled eggs (one-upmanship) in the cafeteria, which becomes a spectacle for campers and staff alike. Eventually a teen camper decides he's going to do the 'egg challenge' and nearly chokes during the attempt.

The counselor who started the challenge was doing something most people would consider negative (seeking attention for doing something bizarre or dangerous) and eventually others sought the same fame and attention by outdoing him. This kind of behavior is usually allowed to happen because supervisors don't get involved in policing meals and it continued because staff were entertained; the egg challenge became a 'thing' and eventually campers were also encouraged to gain attention through spectacle.

Example #3: Experiencing personal success

During a large group game on the field the teams are split into a staff team and a camper team. The staff goads the campers, reminding them that the campers have never beaten the staff. The campers respond by playing harder and becoming even more determined to win. During the final moments of the game, the score is tied, and a loose ball is up for grabs in the middle of the field. A counselor and a camper run at full speed to recover the ball, and collide injuring both participants. The staff member and the camper both are eventually driven to the hospital for medical evaluation.

The staff involved in hyping up the game may have had good intentions, but it went too far and their own personal determination to win which eventually leads to a serious injury. This kind of behavior starts off positive, but it slowly boils and becomes dangerous the longer the game continues until someone is injured.

Conclusion

When we make our campers the 'stars' of camp and see ourselves as the agents of their success, we'll also be creating a safer place for everyone.

PROPER SUPERVISION

Distance

Considerations:
'20 foot' Rule
Line of Sight

The best supervised campers would be under the direct observation by staff member at all times, no farther than 20 feet from the adult who is watching them.

Our Goal: To get as close to this ideal standard as possible.

There are some places at camp where children will need privacy. Inside of a bathroom stall, shower stall, and in their bunk bed during the night.

Otherwise minor children should be within 20 feet or possibly even closer if children have demonstrated that their behavior or attitude may require the direct intervention of an adult.

If your campers are engaged in conflicts with each other, or prone to arguing, you should not only position yourself closer to them but also communicate these problems to any adult in the chain-of-custody.

The '20 foot' rule also requires that you have line-of-sight on a camper. Exterior bathroom doors should be temporarily propped open and children shouldn't wander behind buildings, even if they're still within 20 feet of a staff member.

Checks

Considerations:
Sound offs/Attendance
Chain of custody

The best supervised campers are regularly accounted for by the staff who is supposed to be observing them and custody is transferred directly from adult to adult.

Our Goal: To accomplish this realistic and required standard.

Spot checks, also called "sounds offs", are an important part of camp that helps the counselors, assistant counselors, sub counselors, activity instructors, and activity assistants figure out quickly if everyone is present.

Campers are given a number and then asked to "sound off", where they verbally say their assigned number out loud.

When transferring children between activities, spot checks should be conducted before leaving their current activity and done again when they arrive at their new destination. If you stop anywhere on the way, make sure to do an additional spot check before leaving the bathrooms or the village.

Only transfer children to another adult. Never let campers traverse the camp alone or without adult supervision.

Ratios

Considerations:
1:1 Jeopardy
The 11th Camper

The best supervised campers are under the care of a staff member who can reasonably observe, hear, and discipline the amount of children in their custody.

Our Goal: To accomplish this realistic and required standard.

The one camper to one staff member ratio (1:1) is the most dangerous situation at camp that is also completely avoidable. You should never be alone with a camper, especially behind a closed door. You're placing yourself in a bad situation that could negatively affect the rest of your life or you're doing something illegal and immoral.

A reasonable adult can be expected to solely supervise a maximum of 6 children (ages 6-9), 8 children (ages 9-14) and 10 children (ages 14-17) for extended periods of time.

No staff member should be expected to solely supervise more than 10 children at any time. Every additional child after the 10th camper reduces the safety of the situation and increases the likelihood that misbehavior, potential harm, or negligence will occur.

SAFETY GEAR

Safety Gear

Helmets: Helmets should fit comfortably and snug on top of the head. When a camper shakes their head, the helmet shouldn't move independently. The chinstrap should be secured and not left unbuckled. A helmet with a broken chin strap should be evaluated and possibly removed or discarded and replaced.

Kneepads: Kneepads should fit comfortably and snug against the knee. A top strap and bottom strap should be secured around the leg, and should remain secured during the activity. If the kneepad comes loose frequently or doesn't stick very well, it should be evaluated and possibly removed or discarded and replaced.

Wrist guard: Wrist guards should fit comfortably against the palm and around the wrist. A secure strap should wrap around the wrist and stay in place during the activity. If the strap comes loose or doesn't stick very well, it should be evaluated and possibly removed or discarded and replaced.

Elbow pads: Elbow pads should fit comfortably and snug against the elbow. A top strap and bottom strap should

be secured around the elbow, and should remain secured during the activity. If an elbow pad comes loose frequently or doesn't stick very well, it should be evaluated and possibly removed or discarded and replaced.

Goggles: Goggles should fit over the helmet and be secured by a strap. The strap should be inspected for signs of wear, and broken goggles or goggles with a broken strap should be discarded and replaced.

Finger guard & arm guards: Finger guards (optional) and arm guards are utilized in the archery area, with arm guards fitting around the arm that holds the bow straight out. Arm guards have two straps that tighten snugly, and shouldn't be overtightened or loose. Finger guards are the only optional safety gear at camp and are used by those who bring their own to the archery range.

Face masks: Before paintballing, each mask should be inspected and cleaned. Facemask should fit properly; campers will ill-fitting face masks should be issued a replacement. Face masks must not be touched or adjusted during play.

LIFE JACKETS
SAVE LIVES

Lifejackets are worn by everyone in the boat. The staff and the campers. There are no exceptions. Lifejackets work best when they are the right size, zipped up to the neck, and the straps are secured to the correct tightness.

RULES ARE FOR EVERYONE

Staff Activity Area Expectations

- 1) Staff members are responsible to ensure that campers have safety gear that is in good condition and fits correctly.
- 2) Staff members are required to go over the rules for the activity before every class, regardless of participant knowledge.
- 3) Staff members cannot exempt themselves or campers from wearing the required safety gear.
- 4) Staff are responsible for keeping their activity area clean and free from hazards under their control.
- 5) Staff members are responsible for the enforcement of the activity rules, placing campers who are not able to follow the rules on timeout or moving them to a different activity area.

INTENTIONAL HARM

Some harm may be intentional. This type of harm is the type we hope to avoid the most at camp, where a camper or staff member hurts someone else for the purpose of causing them pain or pain/psychological harm is a foreseeable result of their actions.

You could leave camp in a police car, be called on to testify in court, and/or be personally sued if:

- 1) you intentionally harm a camper. Assault/sexual abuse/intentional infliction of emotional distress/providing a poor standard of care.
- 2) you intentionally harm another staff member. Assault/sexual harassment/intentional infliction of emotional distress/defamation.
- 3) a camper in your care and under your supervision abuses another camper in your care and under your supervision.
- 4) another staff member abuses a camper in your care and under your supervision.

We can do our best to avoid intentional harm by doing a few simple things.

1) Getting your rest. Staff that sleep and get proper rest are less likely to react in anger and possibly strike a child. If you feel your anger building, ask your village coordinator for some additional break time or you might even need to consider if camp is right place for you to be working. Don't risk your future by placing yourself in a situation where you might harm a camper and end up in jail.

2) Never let a staff member take a child out of your custody without a good reason. We learned about the dangerous 1:1 ratio, we should help protect our friends by never letting them take a camper, alone, and away from our line-of-sight. Instead, call for backup. Let a supervisor help you out by escorting the camper to the nurse, bathroom, or wherever he or she may need to go.

3) Know your triggers. Remove yourself as soon as possible from situations that trigger your anger.

4) Remember, it's not worth it. When staff members are about to exchange blows it's usually over an issue that seems like such a big deal at the time, but in hindsight it's certainly not worth going to jail over (duty to retreat).

Example 1: A male staff member asks a female staff member out on a date. The female staff member says that she wants to think about it, and then tells her male friend that she feels uncomfortable around the guy who asked her out. Her friend confronts the guy, and tells him to, "leave her alone, or else..." and he replies with, "I want to hear it from her, not you..." and so forth.

Example 2: A parent confronts a staff member in the parking lot about a missing item. The parent is rude, condescending, and insults the staff member several times. The staff member then thinks they hear the parent say a racial slur, which ignites their anger and the staff member makes a fist and starts to yell & move towards the parent.

Bottom Line

Camp staff are much more likely (up to six times more likely) to be seriously injured than campers. Staff are more likely to take unnecessary risks, pull dangerous pranks/stunts, disregard safety rules, and show-off for the purposes of attracting attention from others. Please remember to think before you act and use good judgement.

In any instance where a camper is seriously injured, sexually abused, or psychologically harmed the reputation of the camp will suffer as a result. Each person sitting here today has the opportunity to do so because previous camp staff were able to preserve, enhance, and maintain the good name of PSR Camp as a safe place for children.

ENVIRONMENTAL HAZARDS

CAMP EQUIPMENT

Please do not use any camp equipment without permission, including tools, golf carts, and vehicles. The speed limit at camp is 15 MPH. If you are assigned equipment and do not know how to use it, please inform a supervisor and request a different assignment. Do not allow campers to use camp tools, golf carts, or vehicles. Make sure all camp equipment is always secure from curious campers.

CAMP TRAILS

Due to the fire in 2013, most of the wilderness trails at camp are closed. Do not travel off established trails, run downhill, or trailblaze alone or with campers. Do not wander into the western or northern part of camp alone, without permission, during your time off or while you are working.

INCLEMENT WEATHER

At camp we may have thunderstorms. It is your duty to seek shelter for yourself and any campers under your care. At camp we have had multiple lightning strikes on the property over the years and these types of weather events are dangerous even though there may be no wind or rain. Flash flooding may also occur during a heavy rainfall. Please follow the directions of the camp supervisors to the best of your abilities during weather events.

MOSQUITOES, BEES, WASPS, TICKS, SCORPIONS, & DEER FLIES

Bites and stings from these insects/arachnids are potentially deadly to some campers and a irritation to others. Counselors will be made aware of campers who have known allergies. If your camper is bitten or stung, they may still be allergic. Monitor your camper for signs of breathing/airway constriction and the sight of the injury for unusual coloration or swelling while en route to the nurse.

NATURAL DISASTERS

At camp there is always the risk of fire, earthquake, and evacuation from the site. The most important things staff can do in these situations are follow directions, be calm, and remember your in loco parentis responsibilities.

OUTSIDE INTERFERENCE

Be aware of people/persons who are onsite during camp and not wearing a staff uniform. These guests may arrive during the weekends usually, and often want to tour the property. This is not allowed without the expressed consent of a camp administrator. Please refer any such wanders to the camp office and report suspicious people/person using the provided codes.

POISONOUS PLANTS

At camp we have poison oak and stinging nettle situated around the campsite, usually in low traffic areas. Please do not let your campers eat any of the wild plants at camp, even if you know it is safe to do so. If contact with a poisonous plant is made, wash the area with cool water. Rash may appear instantly or up to three days later. Proper treatments and creams are available at the nurses station.

POND

No person at camp is allowed in the camp pond. Campers near the pond area should be closely supervised, and should not attempt to catch or manage the wildlife near or in the pond.

POOL

No person at camp is allowed in the pool unless a minimum of two lifeguards are on duty. The pool fence is locked and secured when pool staff are off-duty. Rules are posted and a buoy line separates the deep end from the shallow end. Please make sure that there is water in the pool before entering (via the diving board, shallow end, or diving). The sauna (NBB) is not to be used without the authorization of the aquatics head instructor and a camp administrator. One of these two people must be present while the sauna is in use. This permission will not be granted on short notice.

RESTRICTED AREAS

If you do not have permission please do not enter (and do not allow campers to enter) the following areas: Horse Shed, Horse Corral, Sewer Plant, Town Hall Offices, Staff Cabins & Housing, Lodge Balconies, Ponderosa Kitchen or Equipment Rooms, Chaparral Equipment Rooms, Lodge Housekeeping/Storage Rooms, Nurses Station, Electrical Sheds, Storage Sheds, Storage Containers, Dumpsters, & Supervisor Work Areas (227 & 225).

Just because you have a key to an area, does not automatically entitle to access that area at your own discretion. Please ask a supervisor if you have any questions. You will never get into trouble for asking, you may get into trouble or be harmed by taking liberties.

SNAKES

Of the 29 species of rattlesnakes in North America, six can be found around PSR Camp. If you detect a snake, back away. Do not attempt to capture, kill, or manage the snake. Make those around you aware of the location of the snake and be sure to call for assistance from maintenance or supervisory staff. If you are bitten by a snake, do not panic. Snakes may bite again if they feel threatened. Get help and, if possible, proceed to the nurse's station. Depending on the bite location you may need to be transported to the nurse so that your heart rate is not elevated.

SPIDERS

We do have black widows and tarantulas in the camp area. Black widows mostly come out at night, and stay in shady, cool areas during the day. They normally do not bite humans unless threatened. Black widow bites are poisonous and painful. If you or a camper is bitten, go directly to the nurse. Tarantulas can normally be seen at dawn and dusk, they are mostly harmless and normally do not bite humans even when touched or handled. Tarantulas can bite and their bite is potentially life threatening. If you or a camper is bitten go directly to the camp nurse. Please do not kill the tarantulas you encounter.

SUMMER CAMP
STAFF TRAINING

HEALTHY CAMPERS & STAFF

OUR 4-POINT HEALTH PLAN

Nothing ruins camp faster (and makes parents angrier) than a camper who didn't receive proper treatment for an injury that happened at camp. This usually happens because a counselor or staff member isn't paying enough attention to the well-being of the children under their care, relying on the camper's judgement to determine their own level of injury or pain, and/or doesn't have a basic strategy to check on campers throughout the day.

All staff have the opportunity to avoid the pitfalls of camper health issues by following these four basic guidelines for camper care.

- 1) Practice preventative care: Apply sunscreen and chapstick to campers as needed. If a camper has a hat, encourage them to wear it. Bug spray works great on the neck, ankles, and wrists right before twilight.
- 2) Check on your campers: Ask your campers how they're doing. Notice patterns of behavior that indicate an injury

(like scratching). Do you see a bite, blister, body fluids (excessive sweating, pus, or discharge), bruise, bump, burn, or blood? Ask your camper about the injury and then determine what treatment is needed.

3) Be the adult: We can mistakenly rely on campers to determine their own needs for treatment. A camper might say that there are 'fine' but it's our responsibility to supplant their judgement with our own on issues like health-care.

4) See the nurse: You can be a good first aid provider by treating minor injuries and reporting that treatment to the camp nurse. Check-up on the minor injuries you've treated in case the bandage needs to be replaced, and to make sure nothing has aggravated the injury (scratching, picking, etc..) to the point where it's become infected. However, you should never hesitate to take a camper to the nurse, especially if you feel unqualified (unable, or unwilling) to provide the care that is required.

WHAT'S IN THE BOX?

ALL First-aid waist packs include:

Zip-lock bag (used for waste), Latex gloves, CPR face shield, 4x4 gauze sponges, Band-Aids, Antiseptic wipes, Antiseptic ointment, Soap, Sun Screen, Bug Spray, & Lip ointment.

ALL Cabin First-aid boxes include:

Zip-lock bag (for waste), Latex gloves, 4x4 gauze sponges, Band-Aids, Antiseptic wipes, Antiseptic ointment, Soap, Bug Spray, Lip ointment.

Minor Injuries

When treating minor injuries, first put on your gloves to create a barrier. Next, clean the area using wipes and stop the bleeding. Finally add a bandage and record the treatment provided. Pass the treatment form to the camp nurse or a supervisor at the next linecall.

Serious Injuries

Don't forget your first aid training and remember to check the scene for safety, call for help, and then provide care.

UNIVERSAL PRECAUTIONS

The following are the basic principles of universal precautions.

UNIVERSAL PRECAUTIONS APPLY TO EVERYONE

The term “universal precautions” emphasizes that infection control measures apply to everyone, staff and campers. It’s possible that both campers and staff may harbor infectious agents and be asymptomatic and completely unaware of their status as a carrier. Confidentiality mandates that camp staff may not be aware of an individual camper’s diagnosis. Universal precautions assure that all are treated equally. Furthermore, the actions of the staff can be a powerful teaching tool to instruct campers about how to easily avoid exposure to the risk of illness.

ALL BODILY FLUIDS (except sweat) SHOULD BE CONSIDERED INFECTIOUS

Blood is one of the riskier bodily fluids that staff may come into contact with. Blood Borne infections (such as hepatitis/HIV/etc...) are a potential risk when dealing with cases of moderate/severe bleeding. Contact with urine/semen/stool/breast milk should also be avoided due to disease being transmitted by these fluids. Saliva/spittle/nasal drainage can transmit respiratory viruses and you may also quickly infect others as well.

CONTACT WITH BLOOD MUST BE AVOIDED

If a camper scrapes a knee or cuts himself/herself, camp staff should be sure that no other child comes into contact with their blood. In the administration of first aid, there must be a barrier between the person helping the camper and any blood from the wound. Examples of barriers might include towels, a t-shirt, a bandana, sterile bandages, etc... Surgical gloves are always kept in the first aid kits and the first aid fanny packs, but may not always be accessible in the outdoors.

SEVERE BLEEDING

Do not touch the blood, use a barrier to stop the bleeding and cover the injury. If possible, have the victim use their own hand(s) to place pressure on the injury to minimize your contact with their blood. Call the camp nurse for assistance and put on gloves before providing care.

WET BED/LOSS OF STOOL/VOMIT

Do not touch urine/stool/or vomit. Clean-up the camper as appropriate (if the camper is able, ask them to do as much self-cleaning as possible). If the environment needs cleaning please wear gloves and use cleaning solution. Put soiled clothing/sleeping bag/etc... into a plastic trash bag and then insert that bag into another trash bag.

USE OF RESTROOM

Staff and campers should wash their hands with soap and water for at least 30 seconds after use of restroom or assisting a camper with the use of the restroom.

OUR JOB

Camp is responsible for training employees and instructing volunteers about universal precautions and for supplying the proper equipment. Such equipment should include: Gloves, antibacterial soap, sterile gauze, mouth shields with a one-way valve for lifeguards, and Band-Aids.

For their own safety, PSR recommends that staff receive a hepatitis B vaccination before the beginning of summer camp.

Knowledge, preparation, attention to the proper equipment and procedures can help ensure a safe working environment for our staff and campers. Applying basic universal precautions will minimize the risk of infection transmission and contribute to the quality of our camp.

CAMPER HEALTH IS A PRIORITY

Water

Half a glass of water during mealtimes, water in activity areas, waterbottle

Make sure your campers are getting enough water. The best way to determine if your campers are getting enough water is to check their lips. Chapped lips are often one of the first indicators that a camper isn't drinking enough water. Nose bleeds, headaches, and lethargy all may indicate dehydration.

Sunscreen

Applied regularly during the day

Counselors & instructors should plan to apply sunscreen to campers at regular intervals, at least 4 times a day. Be aware that some campers may require additional sunscreen.

*Morning Line Call (9:40 am)

*During AM Activity Period(s)

*During PM Activity Period(s)

*As Needed during Big Event

Rest

Village Lights Out
10:30 PM Quiet Time
6:00 AM Rise & Shine

Village lights out is earlier for the youngest campers and might also change from day to day. Lights out is announced at the evening program. Also, 10:30 PM is quiet time/lights out for all of camp. In the AM please do not allow your campers to start getting ready/showering/cleaning before 6:00 am.

Check

"How are you doing?"
& Observe

If you are a camp counselor, instructor, or cabin assistant, monitor the condition of each of your campers. Ask them how they are doing several times a day, making sure to note the physical condition of everyone in your cabin or activity group. Observe your campers for itching, marks, bites, bruises, blisters, and bumps.

Clean

Cabin Check
Lodge Check

Strive at all times for cleanliness around your cabins/activity areas/lodge room/etc. in order to minimize the health risks to yourself and your campers. Ask campers to deposit trash in the wastebaskets and empty the trash daily. Please inform a supervisor of any sanitation issues that relate to the public restroom facilities.

Nurse

See the nurse during office hours or immediately for an emergency.

Take any camper to the Camp Nurse who is in need of any sort of medical attention. It's not advisable for you to administer anything beyond minor first aid (unless you're away from camp) since the camp nurse is at camp for the explicit purpose of camper health issues. Never hesitate to take a camper to the nurse.

DETECTING CAMPER ISSUES

Out of necessity, camp staff must take camper health issues very seriously. Nothing else can thoroughly spoil a camper's experience here at Pine Springs Ranch like illness or injury.

CHECK THEIR BEDS

Make sure to check each camper's bed. Often campers will push off dirty/filthy/soiled clothing while changing and leave those clothes in the bottom of their sleeping bags. Also, campers may be slow to admit that they have soiled their beds. A simple "smell check" will reveal wet/soiled beds.

FEMININE HYGIENE

Girls may experience amenorrhea (first period) while at camp and may have little or no information about the biological process that is occurring. General discomfort, frequent bathroom trips, and unexplained stomach aches are potential symptoms. Please feel free to contact the camp nurse, girls village coordinator, or an appropriate activities' assistant, if you are hesitant or embarrassed to advise on this type of sanitary issue. Sanitary napkins are available with the camp nurse. Please do not hand out your own personal hygiene products to campers.

CHECK ON YOUR CAMPERS

When your campers are getting dressed, be sure to check for body blisters from sun exposure or blisters on their feet. Blisters are painful and should not be ignored. Also, if you spot any injury, bruise, tick, and observable mark on their body, ask them when it happened and then determine if they need to see the nurse. If they have a tick, bring them to the nurse ASAP.

HOMESICKNESS

Homesickness is common amongst campers. Signs that your camper may be homesick include but are not limited to unusual quietness, "stomach aches," refusal to eat, asking to call home every two seconds, crying, disinterest in the camp programs, and unable to sleep at night. Sometimes homesickness is contagious, so if you can, try to catch it before it spreads.

DEHYDRATION

If your campers have chapped lips, are extremely tired (but have gotten enough sleep), or have frequent bloody noses, they may be dehydrated. Make sure they drink water! Being sick and dehydrated is no way to have fun. Make sure your campers all have a water bottle and they are drinking water between meals. If your campers brought coffee, energy drinks, or energy shots, please give them to the village coordinator. Staff should never distribute specialized health foods/energy shots/energy drinks/or caffeinated beverages to campers.

MEDICINE

All medicines/medications should be turned into the camp nurse or doctor for dispensing. At no time are camp staff allowed to dispense medicine/vitamins/or OTC drugs to campers without clear orders from the camp nurse or doctor. If you are given a medicine to distribute, please do so faithfully.

CONFIDENTIALITY

Never discuss a camper health issue (or potential health issue) with other staff that doesn't need to know the information. If the health issue is activity restrictive, then the village coordinator(s) will inform the staff member(s) who need to know.

RECORD KEEPING

Please note: camp records are stored for a minimum of 21 years from the attendance date of the session. Events that transpire at camp may have far reaching health consequences for campers who attend.

LEGAL DUTY

As a camp staff member, you can be held legally accountable if you fail to provide adequate care to your campers. Please take camper health, safety, and general well-being seriously and never tell a camper that they're not hurt or to 'walk off' an injury (standard of care).

NURSES STATION HOURS

Unless it's an emergency, please see the nurse during station hours (posted).

EMPLOYEE HEALTH

SLEEP

In your everyday life, you might only need 5-6 hours of sleep. Camp is not your 'normal' life. There are additional stress factors at work that build and accumulate, like being at a high elevation, sharing a room with three or four other people, watching children, making more choices during the day than usual, etc. so plan to get as much sleep as possible so you can be well rested and alert.

LEAD BY EXAMPLE

When your campers apply sunscreen, apply sunscreen to yourself as well. When your campers are drinking water, do likewise. What's good for your campers is also good for you.

INJURIES WHILE ON DUTY

If you're injured (beyond minor first aid) while on duty, please see the nurse to complete the required paperwork. Do not postpone reporting moderate to serious injuries for more than 12 hours.

DIET

If you're used to consuming animal proteins, be careful when transitioning to vegetarian meat. Overeating plant proteins can lead to digestive issues. Consider eating fresh fruit and vegetables with every meal and continuously drink water throughout the day.

BREAKS

Counselors, work with your assistant counselor if you need a short break during the day. If your assistant counselor is unable to provide you a needed break period, contact your village coordinator. In a pinch, another counselor could watch your campers for a limited period of time, but this is not ideal (Risk Management > Proper Supervision > Ratios).

SELF CARE

PSR Camp has a nurse for our campers and minor staff, adult staff should plan to manage their own care as much as possible and only see the nurse for bridge care.

SUMMER CAMP
STAFF TRAINING

THE BIG EIGHT

THE BIG 8

THE BIG EIGHT CONCEPTS

AGENCY

- 1) Respondeat Superior
- 2) F.I.R.E.D.
- 3) On Time, On Location (OTOL)
- 4) At-Will Employment

IN LOCO PARENTIS

- 5) Standard of Care
- 6) Stay With Your Campers (SWYC)
- 7) Duty to Retreat
- 8) Mandatory Reporter

These concepts explain the intertwining of responsibilities and expectations that exist between the SECC/PSR Camp (Employer), Parents/Guardians (Customer), campers (Consumers), and employees (Agents). The better you understand these concepts, the more you'll understand about the structure of camp and the wider world of employment & childcare.

AGENCY

The Southeastern CA Conference of SDA's (SECC) & Pine Springs Christian Summer Camp & Retreat Center (PSR Camp) employs dozens of student employees (agents) each year for onsite seasonal contract work between June and August.

As an agent of SECC each employee acts as a representative of PSR Camp, SECC, and the Seventh-day Adventist Church (SDA). Every action you undertake during the term of your employment will be viewed as a function of the SDA Church.

Ministers, pastors, and church administrators have a minimum of four years of educational experience before they are ready to be hired as an agent of the SDA Church, but summer camp employees receive less than two weeks of preparation.

In spite of the short preparation period, summer camp workers are held to the same agency standard as ministers, pastors, & administrators of the church.

Therefore, SECC/PSR Camp has a greater responsibility to

control employees under the legal theory of respondeat superior because potential liabilities rest more on the employer (due to the inexperience of the employee).

SECC/PSR Camp has established policies (controls) for employees to review and uphold in order to best protect SECC/PSR Camp and the Seventh-day Adventist Church from potential liabilities. The supervisors of PSR Camp will use the established policies to determine if employees are engaging within protocol (or on an acceptable detour) or are on a frolic (unacceptable departure from protocol).

These policies include guidelines for the dismissal of employees (F-I-R-E-D), dress codes, reporting for work (OTOL), areas of personal responsibility, and benefits for employees, etc.

Employees who feel like they cannot follow the guidelines of PSR Camp are free to terminate the employee/employer relationship at any time (At-Will Employment). It's our initial intent that everyone who starts camp will also finish camp, but this responsibility mainly rests the behavior of the employee.

IN LOCO PARENTIS

Staff are expected to take an active interest in the care and well-being of each camper, making sure they stay healthy and safe. While at camp you'll be taking on certain legal responsibilities that exist between you and the minor children under your care because of the 'in loco parentis' doctrine.

The reputation of SECC/PSR Camp relies on our staff to provide a standard of care that matches the care the child would receive from a parent or guardian. Because we don't know how much care each child receives, we have to meet the highest standard.

This standard of care is modified for children who come from the San Bernardino County Program for Foster Youth to attend camp. This is called the 'Porcelain Doll' policy, and it exists to protect camp and the children who are coming from a foster home, group home, or enhanced care facility.

In order to best implement the standard of care, PSR Camp requires a staff member to be with a camper at all time (or under the control of a staff member during bathroom visits or shower times). This level of supervision (SWYC) is accomplished with the help of counselors, assistant counselors,

AM & PM shower monitors, and runners. Once a camper has entered and been accepted as a camper (by a village coordinator) the chain of custody (CoC) has to be maintained until that child departs camp.

An interesting intersection between standard of care and SWYC occurs when a minor child acts in a violent way. The standard of care principal requires that staff, "manage the risk of exposure of each camper to physical or mental harm," but how should staff respond when the danger is the child? Our best practice requires staff to retreat (instead of standing their ground) from violent confrontations with others while employed by PSR Camp, provided the other two criteria in the definition are met. Staff members should only meet unarmed violence with defensive measures as a last resort.

Finally in the pursuit of our goal to provide a high standard of care, every staff member will receive training in how to spot the signs of child abuse and what to do if a camper tells you about suspected abuse. As mandatory reporters, staff members cannot keep this information confidential and must report it to a camp supervisor. If your supervisor is unavailable report abuse to the Executive Camp Director.

TERMS & DEFINITIONS

Definition of Agency: Agency is the legal relationship between employee and employer. The word 'agent' is interchangeable with 'employee'.

Definition of Respondeat Superior: Literally, "Let the master answer." The legal doctrine under which an employer can be held responsible for the negligent acts or omissions of its employees.

Definition of Liability: Legal responsibility for acts of error, omission, or malpractice.

Definition of a Frolic: When an employee makes a departure from the service of his employer.

Definition of a Detour: A detour occurs when an employee or agent makes a minor departure from his or her employer's charge.

Definition of F.I.R.E.D.:

F: Fraternalization/relationships with campers;

I: Insubordination;

R: Relationships with staff;

E: Extreme behavior;

D: Drugs, alcohol, tobacco, marijuana, firearms, knives.

Definition of On Time, On Location (OTOL): Camp staff have a responsibility to be in their assigned areas at the assigned time. Only members of the camp leadership team/administrative team can change that assignment.

Definition of At-Will Employment: The employee or the employer can immediately terminate the relationship at any time with no advanced warning and without subsequent liability.

Definition of In Loco Parentis: Literally, "in place of the parent." The legal doctrine under which an individual (camp staff) assumes the parental rights, duties, and obligations for a child.

Definition of Standard of Care: Responsibility to ensure

that campers are never denied access to medical care, proper nutrition, or opportunities to maintain their own personal cleanliness. Campers cannot be exposed to physical or psychologically damaging punishment by any employee and our staff is responsible for managing the risk of exposure of each camper to physical or mental harm.

Definition of Porcelain Doll Policy: Campers in foster care receive a higher standard of care than other campers. Any injury, no matter how minor, must be reported to the camp nurse. All medical complaints must be addressed by a camp nurse. Foster care campers will be referred or transported to an emergency center if they have continuing pain that is medically-related or if they have any injury that may be a side effect of a more serious medical condition.

Definition of Stay With Your Campers (SWYC): When you are directly supervising campers you have a responsibility to ensure that they are within 20 feet of you, or another supervisor, at all times. At no time should a camper be left in an unsupervised area or directed to a place that is outside of a supervised area. Staff members also have a duty to be mindful of their campers and should not allow themselves to be distracted while on duty.

Definition of Chain-of-Custody: Campers are monitored at all times by an adult while at PSR Camp. Custody can only be transferred to another adult staff member or the child's parents or guardians. Campers will never be under the exclusive care of a minor volunteer or the child of a staff member.

Definition of Duty to Retreat: Staff members are expected to retreat from confrontations with campers, parents, guests, and potentially other staff members when they can get away safely and if the campers under their supervision are not in danger.

Definition of Mandatory Reporter: Definition: You have a legal obligation to report any suspected child abuse and/or child endangerment. Any reasonable suspicions are to be reported directly to a camp supervisor for investigation.

PUBLIC DISPLAYS OF AFFECTION

SECC / PSR Camp does not discriminate against anyone who is living in harmony with our SDA principles and core values. In practice, this means that any inappropriate relationship involving a staff member will be treated the same, regardless of the gender identity or sexual preference of the individual(s) involved.

During your camp contract period, you should plan to place romantic displays of affection, online, in-person, or otherwise on hold. This includes romances with individuals not at camp. Our goal is to primarily protect staff from scrutiny that could damage their reputation(s) in the community.

SUMMER CAMP
STAFF TRAINING

CAMPER MANAGEMENT

MANAGING CAMPER BEHAVIOR

The behavior management of our campers is a responsibility that we all share. Before you begin dispensing corrections to children, there are a few basic things we need you to learn about the tools we have available to us as camp staff. Some of our staff have years of experience working with children and you will detour from these guidelines

in positive ways, but the guidelines themselves have been prepared as a minimum expectation for our staff to follow. When you have any questions about camper behavior, please talk with your Village Coordinator and be prepared to use them as a resource.

P - I - R - C

All camp staff should be prepared to follow this guideline when engaging in camper discipline:

- Prevention:** When campers arrive at camp, have your rules posted AND get the campers to agree to follow them (gaining agreement). When you create expectations in this way you're putting campers on notice about what behaviors are undesirable.
- Intervention:** When a camper breaks a rule, you'll have to address it. Don't create rules that you're not prepared to fully enforce. Don't show favoritism when enforcing rules with campers.
- Redirection:** When you address an undesirable behavior you have the responsibility to teach campers how to replace the undesired behavior with useful life skills.
- Communication:** Problems that are addressed should be communicated to the people who need to know about them. Are you an instructor who had to break up a fight between two campers? The counselor(s) involved need(s) to know, along with the Village Coordinator. Are you a substitute counselor who had to deal with an outburst of anger from a camper? You need to tell the regular counselor and the Village Coordinator. Usually the Village Coordinator needs to know and may inform the summer camp assistant director.

A CLOSER LOOK: PREVENTION

- 1) Every cabin will have 5-7 cabin rules posted. Counselors will review the rules with campers on the first day.
- 2) Every activity department has 5-7 department rules posted. Instructors will review the rules with all campers at the start of each activity period.
- 3) Every camper will attend an orientation (village meeting) provided by the village coordinators.
- 4) Every cabin has the opportunity to win Cabin of the Week, based on cabin inspection/village duties/cabin behavior.
- 5) Every cabin has the opportunity to win Ultimate Cabin, based on points/challenges/cabin behavior.

A CLOSER LOOK: INTERVENTION

Addressing undesirable behavior should be done as soon as the behavior occurs.

Acknowledge the behavior

Get down to the camper's eye level and let them know that you noticed what they did wrong. Be prepared to acknowledge every instance of a broken rule that everyone has agreed to enforce.

Question the camper

Ask the camper why they committed the infraction in a non-accusatory question that doesn't shame a child for their bad behavior.

Listen to the camper

Whenever possible, listen versus react. Find more opportunities to ask questions and listen to your campers about why they're acting a certain way instead of focusing on how you feel disrespected or frustrated.

Provide choices and opportunities

Whenever possible, provide choices. When a camper is uncooperative, you can give them a choice to do A or B, where both A & B lead to the desired behavior. Once they agree to do A or B, you just have to help them do it.

Gain agreement

Whenever possible, gain agreement. Campers are twice to three times as likely to do something if they say that they're going to do it out loud.

A camper approaches you, yelling that another camper struck them in the face. The camper is crying and mad. You approach the camper who is accused of hitting.

Step 1: Acknowledge the behavior. Counselor (at eye level with camper): "Hey, we don't hit each other, that's against our cabin rule about respect."

Step 2: Question the camper. Counselor: "What happened? Why did you do that to them?"

Step 3: Listen to the camper. Camper: "I hit them because they did something to me."

Step 4: Provide choices & opportunities. Counselor: "If they did that to you, I need you to tell me about it instead of hitting them. We can try to work this out by talking together and finding out what the problems are or I can take you to the village coordinator and you can explain what happened to them."

Step 5: Gain agreement. Counselor: "Okay we're going to talk this out together, but you have to agree that you're not going to hit someone else again, you're going to tell me if you have a problem with one of your friends in the cabin. Can you agree not to hit anyone else?"

Camper: "Yes." If the camper doesn't let you gain their agreement, repeat step 4 and provide them another choice or opportunity.

A CLOSER LOOK: REDIRECTION

Strategies for transforming negative behavior into positive behavior or distracting your campers from fighting.

Campers ages 7-12

A. The Policeman/Policewoman. If a camper consistently breaks the same rule, give them the responsibility of making sure that rule isn't broken. Can continue for a few hours, days, or the rest of the week.

B. Visual Chart/Group Reward. Create a system where following the rules results in an end of the week award. When someone breaks a rule for the first time, no one in the cabin can break that rule for a certain period of time or the chart is affected.

Camper ages 13-17

A. Engagement. Ask campers open-ended questions about their negative behavior. Try to draw out the camper's em-

pathy. Examples: "Talk to me about someone you admire, and what that person did to earn your respect?" and/or; "Can you tell me about a time when you felt bad, and who made you feel that way?" and/or; "What kind of person do you think you are, and who do you think you'd like to be in the future?"

B. Written Goals. Ask a camper to write a behavior goal for the following day and come up with some reward if they are able to achieve it.

All Ages

A. Riddles & Puzzles. If your campers are fighting, give them something else to focus on, like a riddle or thought puzzle.

B. Problems & Questions: 'Would you rather' questions or problem-solving questions can also distract your campers.

A CLOSER LOOK: COMMUNICATION

Other staff need to know about behavior problems.

Whenever you do an intervention with a camper or campers, you need to think about who needs to know about the problem you've addressed. If you don't know, approach the village coordinator of the gender of the camper(s) you've disciplined and they can inform everyone else who needs to know. For conflicts between girls and boys inform both village coordinators.

Example 1: A counselor leaving on their day off tells the sub-counselor that two campers have been kicking each other under the table during meals, so they now have to sit on the same side of the table but not next to each other.

Example 2: Two campers from the same cabin have a fight during a rotation activity period, and at Big Event the instructor finds the counselor and tells them what happened.

Example 3: Two campers have been annoying each other all week, and it's getting progressively worse as the session wears on. When the campers start to yell at each other

during breakfast, the assistant counselor who is doing the counselor break tells the village coordinator about the situation. The village coordinator learns that both campers are in the same morning activity and communicates with the sub-instructor (regular instructor is on their day-off) about the fight that morning and tells the sub-instructor to monitor the campers closely and try to place them on opposite sides of the room from each other.

Example 4: A camper is focusing on a staff member in an obsessive way. The counselor tells the affected staff member to take extra care to avoid their camper and tells the village coordinator about the situation.

Example 5: A camper is focused on go-karts and only wants to spend time in that activity area. The counselor has to frequently watch for the camper and keep them within 20 feet. The counselor asks the staff development coordinators to make an announcement during general staff worship about their camper to everyone, warning them to keep a close eye on them because the child is prone to wander off in the direction of the go-kart track.

PARENTING YOUR CAMPERS

Teenagers and young adults often think about what kind of parents they would be and how they would raise their own children differently (vs. how they were brought up). Camp is an excellent place to learn skills that could serve future parents for a lifetime i.e. learning how to spot bullies, how to encourage emotional safety, and reflecting on bad ideas that are proven not to work with children.

Emotional Safety Starts with Staff

Bullying usually begins with a power imbalance, when someone feels insecure in their environment and someone else takes advantage of that vulnerability. At camp that power could come from many possible areas like physical attractiveness, supervisory status, veteran status, social status, or a combination of those factors. If employees

abuse or rely on these power dynamics to determine our course at camp, then we'll all fail in our ministry to the campers. Only when adult staff feel **included, safe, and valued** are they able to concentrate on creating the same experience for campers instead of worrying about social status (exclusion), judgement (how others think of you), and gossip (devaluing others).

Included, Safe, and Valued

Included: "You are an important part of our group."

Safe: "You can relax and be yourself, we accept you for who you are."

Valued: "You can talk and we'll listen. When we talk, we know you'll hear us too. We're not going to talk about you when you're not here with us."

SPOTTING THE BULLY

Overt Active Bully

When a camper is openly targeted with verbal and/or physical abuse. PSR Camp has a zero tolerance policy for overt active bullying. Inform your village coordinator about overt active bullying as soon as possible. Over active bullies are sent home, without exception.

Overt Passive Bully

Body language and direct eye contact that is designed to intimidate their victim. Counselors have to place themselves between a bully and their victim in this situation in order to ensure the bully doesn't engage in overt active bullying. Inform your village coordinator about overt passive bullying as soon as possible. Campers may be sent home or moved to different cabins due to overt passive bullying.

Covert Active Bully

Secrets don't make friends. Usually rumors or secrets shared within an 'in' group that doesn't include the person being talked about/targeted. This kind of bullying usually requires the intervention of your village coordinator. Campers may be sent home or moved to different cabin due to covert active bullying.

Covert Passive Bully

Subtle cues that define the 'in' group and the 'out' group, i.e. making a circle for a game with the 'in' group that isn't large enough to include anyone from the 'out' group. All staff should be able to spot covert passive bullying and immediately correct this kind of behavior before it becomes covert active bullying.

CAMP IS A SAFE PLACE

You're creating a safe environment in the cabin/activity when you take the time to know & reflect the following:

Ability

Consider the skills of all children in your cabin & activity (skill check). Change the way you teach or reward learning depending on the developmental level of the campers.

Self-Identification

Call campers by preferred names and nicknames.

English-Only

When we speak in a language that not everyone understands, we're excluding some people from the conversation. This speech is unsafe because it allows some to talk about people who are in the room without their knowledge.

Positive Language

We're using positive language when we use words that are can be easily understood by the children in our care, offering explanations to camper "why?" questions, and offering positive praise when appropriate.

Bad Language

Swear words, slang, sarcasm, disrespectfulness, intimidation, & racial terms that are offensive should be avoided. Teasing is almost never appropriate and should be discouraged because sometimes it's difficult to know how a child really feels about it.

Accept & Respect

PSR Camp is an accepting place where we work together to build God's kingdom. Our job is to 'Call Campers to Christ' and we should strive to show all of our guests what it means to be a follower of Jesus in the world today. Conversations that are a distraction from our mission and ridicule or embarrass campers should be avoided.

Opposite Sex

Conversations with the opposite gender should be polite and exclusively occur during activity periods. Campers shouldn't be punished for talking with the opposite gender, but these interactions should be observed by a staff member. Inappropriate sexual conversations about others

are not allowed at camp.

Example #1: Bad Language

Two campers who know each other from school request to be in the same cabin, and one of the campers has red hair. The non-redheaded camper refers to their friend as their, "ginger best friend," a "dirty ginger," and a "soulless ginger," throughout the week. The redheaded camper laughs and seems to accept these monikers so the counselor allows the behavior to continue. After the week is over the parent of the redheaded camper calls camp and yells at the director because their child was, "psychologically tortured & racially targeted."

Example #2: Ability

During swimming class the lifeguards create a challenge where if a camper can swim across the pool in less than 30 seconds, they win a prize. Most of the older campers (ages 14 & 15) are able to complete the challenge and win the prize, but most of the younger campers (ages 10 & 11) that week just can't do it in the time provided.

Example #3: Bad Language

During a friendly competition during Indian Camp a camper claims to be injured and starts crying out of frustration for being eliminated from the game. The tears continue until the camper that beat them is also eliminated, and then the first camper begins to laugh and celebrate. The staff assigned to the activity ignore the behavior until the second camper starts crying because they feel hurt & disrespected.

Example #4: Accept & Respect/Bad Language

During skill checks and pre-tests one camper always raises their hand to give an answer to an instructor's question, but the answer is almost always incorrect. When the instructor calls on other children, the camper blurts out their own answer, even when they haven't been called on to give an answer. Eventually the instructor loses their patience and tells the camper to, "...shut up and give someone else a chance," and the camper complies and rarely talks for the rest of the week. The instructor notices the complete change in behavior but is too relieved and tired to really apologize or care. At the end of the week the camper leaves but never come back to camp again.

WHEN YOU SUSPECT ABUSE

If a camper tells you they've been abused or if you suspect abuse, please report it to your village coordinator immediately. Follow these four guidelines when dealing with potential abuse situations:

No Keeping Secrets

Do not agree to keep a secret so that you won't have to betray a camper's trust if they disclose abuse to you. Tell the camper that if they tell you something private, you'll have to tell someone else if it involves abuse. Example: "I am really good at keeping secrets unless you tell me that someone hurt you or you're hurting yourself. That's a secret that I would have to tell someone else so that we could help and make sure you were safe. Do you still want to tell me your secret?"

Be Neutral

Don't react to stories a camper shares about abuse. Stay calm and listen. See how they react to how you're not reacting. If a camper talks about previous or ongoing abuse in front of other children, please ask them to stop sharing and then talk to them individually.

"I Believe You"

If a camper is willing to share, knowing you won't keep it a secret, be sure to let them know that you think they are telling the truth when they're done talking about abuse.

Sharing isn't Caring

You are free to emphasize with campers, but do not share your own personal stories of abuse and/or self-harm.

BAD STRATEGIES

Yelling

Don't yell at campers unless it's an emergency situation.

Group Punishments

When a camper makes a mistake, don't punish all of the campers in the cabin.

Ignoring Rule-Breakers

Don't ignore problems and hope they go away. Talk to your campers, encourage them to talk things out with each other and act as a referee when resolving disputes.

Takeaways

Don't take something away from your camper that everyone else is having; like dessert, camp activities, and program time. Instead, try to use store time, laser tag, and sleep-away trips to the teepees as rewards for good behavior.

Corporal Punishment

Never strike a camper as a disciplinary tactic or force them to do repetitive tasks. Never ask a camper to remove their clothing or do something painful as a punishment.

DE-ESCALATING A CRISIS

When a camper is in the midst of a personal emergency, staff should always attempt to de-escalate the situation. The top three mistakes staff make when dealing with an unreasonable camper are **yelling, demanding obedience & respect, and minimizing the camper's feelings.**

Instead staff can try to manage the camper until help arrives, utilizing the following steps.

Approaching your camper in crisis

Be calm & neutral. Avoid threatening body language or words. Provide plenty of space, don't be within striking distance but also don't let the camper out of your sight. Figure out where your nearest help is located/call Black Hawk Down on a nearby radio and provide the location where the camper crisis is happening. Example: "I have a black hawk down at the archery range."

Figure out what's causing the behavior

If you're the cause of the behavior, watch the camper until help arrives. Identify & remove triggers. If the camper is mad at someone or something, remove them (or that person or thing) from their line of sight.

Grounding

Grounding is a type of behavior disruption where you give the child something cold if they're physically hot, sweet if they're angry, or soft if they're emotionally upset.

Listen & hear them out

Don't respond/react to negative questions or bad language.

Provide choices

Ask them if they'd rather do 'A' or 'B'. Empower the camper to take control of their own behavior.

SUMMER CAMP
STAFF TRAINING

CHILD DEVELOPMENT



CHILD DEVELOPMENT

CUB & DISCOVERY (Ages 7-10)

Campers are just beginning to seek social norming with children their own age. They want friendships and enjoy playing together. They also:

- 1) are usually ready for a summer camp experience.
- 2) have a longer attention span due to school attendance.
- 3) are aware of others and are usually more willing to share.
- 4) desire acceptance from their peers.
- 5) need close friendships with others.
- 6) are able to express themselves freely in art forms and play.
- 7) desire better skills performance and are interested in group games and activities.
- 8) want everyone to obey stated rules and regulations.
- 9) strongly identify with own sex and age group.
- 10) are cared for by a parent who does everything for them, including planning their outfits, choosing their meals, & carrying their laundry.
- 11) have worried parents who are expecting to get them back in good condition.

Be even more patient

These campers are slower and need more individual attention. Allow yourself more time to visit the bathroom, change, get ready in the morning (shower), eat, and travel. Do not get frustrated when they miss important parts of programs because they are less able to predict what they need and when they need it.

Plan ahead by thinking about your day and week

You'll need to visit your cabin at least once during the day to grab jackets and put pants on for the evening program. After dinner is a great time to do this, but if your campers are slower you might need to grab their jackets and carry them in a backpack when you visit the cabin after lunch. Are your campers going to the pool? You'll need to make sure they're wearing swimwear. Are you going on your day-off and your campers are going to the pool the next day? You'll need to inform your substitute counselor so they can prepare. Plan to always be near another counselor or staff member in case you have an emergency, don't visit

your cabin without knowing that another cabin and counselor are also in the village.

Be generous with praise

Catch even the most disobedient and unlikely camper doing something right. Words of affirmation in the morning can put a camper on the right path for the whole day.

Set goals for behavior

If a camper misbehaves, use that undesired behavior to set a goal the next day and gain their agreement. Praise them if they meet the goal. Example: "Camper, yesterday you had a problem saying bad words, I want you to try your best not to swear today. Does that sound like something you can do?" This way you'll have the opportunity to praise them or set a more realistic goal for the next day.

Use directions

Tell them what's going to happen before they arrive where they're going and gain agreement. Example: "When we get to the cafeteria, we're going to go find our table and sit quietly. Camper please sit at the spot closest to the window and I want you to sit in the spot on the opposite side of the table closest to me, can you all do that for me? Thank you."

Ask campers how they're doing

Check-in with your campers multiples times a day. The camp activities are less advanced and designed for campers to try lots of new things. Camper will discover new skills and interests, but they also may have frustrations or social problems they want to discuss. Help ease self-criticism by stressing what they have learned, rather than how the final product looks.

Don't embarrass them or draw attention to their mistakes.

Counselor assistants should plan to do a 'smell check' on sleeping bags looking for wet beds. If you find one, just tell the Village Coordinator and they will take care of it. Allow child to change inside their sleeping bag, closet, or bathroom stall; plan for children to take extra time changing.

JUNIOR CAMPERS (10-12)

Not quite children and not quite teenagers, campers ages ten to twelve are beginning to gain more awareness of themselves and their skills. Making friends and being accepted by their peers is a growing concern. Campers in this age group also:

- 1) want to be together in peer groups and teams
- 2) have the patience to work toward short-term goals
- 3) form cliques and friendship with own sex and age group
- 4) seek status through excellence in skills and knowledge of grown-up things
- 5) are more competitive in team and individual activities
- 6) have a growing concern with their physical size, appearance, and development
- 7) boys and girls can work and socialize in programs where they share planning responsibilities
- 8) more likely to enjoy making and collecting things
- 9) enjoy being mischievous and daring
- 10) have more responsibilities but are still looked after by at least one loving parent/guardian who cares for them.

Be patient (Junior Modification)

Juniors have a better understanding of time. You can ask them to ready in a timeframe, gain agreement, and then proceed. They can also tell you how long it will take them to accomplish something. Juniors will test your patience in different ways, usually by seeking your attention or the focus of the cabin group. You may have to take extra care to split your attention with the extroverts and introverts.

Plan ahead and let campers help (Junior Modification)

Juniors often look at the activity schedule and can help you remember what's coming up.

Be generous and specific with praise (Junior Modification)

"Good job buddy" is poor, "great job at skateboarding today champ" is fine, "Wow, you really owned that half pipe today <insert name>" is best.

Behavior Management

If a camper misbehaves, you can ask them to help you police the negative behavior for the entire group. Example: "Camper, yesterday you had a problem saying bad words, I want you to help me make sure everyone follows the rule today. Does that sound like something you can do?" You can let the campers engage in an ongoing discussion of fairness, and even switch the referee as needed. You can give them advice, praise their choices, and help them set up new goals when they succeed or fall short.

Use directions (Junior Modification)

Tell them what's going to happen before they arrive where they're going, ask for input/help, and gain agreement. Example: "When we get to the cafeteria, we're going to go find our table and sit quietly. Can anyone help me pour the water? Great, Billy is going to help me pour water and then I want George to get some paper towels just in case we spill a little. Can you do that for us Billy and George? Thank you."

Ask campers how they're doing

**Not Modified. See Discovery section.

Don't embarrass them or draw attention to their mistakes

**Not Modified. See Discovery section.

Make an effort to build cabin cohesion.

You want your Junior campers to form a team-like spirit and support, where everyone is important and included by mixing up the seating during meals, programs, and line calls. This gets the campers out of their comfort zones and make new friends.

Give them more responsibilities

These children thrive from being given responsibility and trust. Finding opportunities to give each one of your campers jobs or responsibilities will fill their need to be part of a team and part of the "grown up" world.

SIGNS OF ABUSE (AGES 7-12)

Sexual Abuse

1. Talks openly/has knowledge of sexual acts.
2. Doesn't want to be touched.
3. Unhealthy focus on a male or female staff members.
4. Nightmares/trouble sleeping.
5. Expresses concern about their genitalia.
6. Unusually shy about undressing or too open and comfortable about being undressed around others.

Campers in this age group aren't as good at hiding the signs of sexual abuse yet, you should let yourself be easily triggered to discuss potential sexual abuse with a supervisor.

Physical Abuse/Neglect

1. Bed-wetting, thumb-sucking, scared of the dark.
2. Unexplained injuries/bruises/burns.
3. Unhealthy fear of strangers.
4. Flinching.
5. Lack of personal hygiene.
6. Fresh outfits are soiled, undergarments have holes.
7. Always walks behind the group, in the back of the line.
8. Strong attachment to their counselor, fear of going home.

Likewise, campers aren't quite good at explaining away even cursory questions about their injuries, behavior, or apparel.

TWEENS (Ages 12-15)

Campers ages twelve to fourteen are becoming more independent, growing away from family ties and influences. However, they still want adult supervision and adult attention to their daily needs. Other traits include:

- 1) a strong drive for conformity with own age group, but want to be perceived as unique and special.
- 2) intense feelings and emotions.
- 3) being greatly influenced by popular adults, teenage idols, social media, and even politics.
- 4) rapidly changing interests and ambitions.
- 5) a long interest span and increasing capacity for self-discipline.
- 6) a preference for competition with outside groups over competition with friends.
- 7) idealism or pessimism about the world at large.
- 8) concern with their personal appearance, self-consciousness and inhibition.
- 9) more likely to seek the attention of the opposite gender and devastated by rejection.
- 10) boys and girls can work together on projects through positive socialization.

Be patient

**Not Modified. See Junior section.

Let your campers have more input (Tween Modification)

Ask tweens what they'd like to do during periods of free time. Let them have some control in the planning and implementation of their camp experience.

Be specific with praise (Tween Modification)

Tweens need specific praise that they've earned. Generous glossy praise isn't as meaningful to them and if it continues they may begin to regard it as false efforts to win their trust.

If a camper misbehaves, you can ask them to think about their own behavior (Tween Modification).

**See Behavior Management [Redirection] Campers ages 13-17, Engagement.

Give less directions & do more listening! (Tween Modification)

Example: "When we get to the cafeteria I'm going to go around the table and ask you which task you'd like to do for table clean-up. Don't worry if you get a task you don't like because we will switch it up throughout the week. If you're a master at something, like wiping tables, let me know and

maybe we can all agree to make that your job all week."

Ask campers how they're doing and follow-up (Tween Modification)

If a tween or teen camper has a negative response to your question, make sure to talk to them about why they're feeling that way and ask them if they're still feeling that way later on in the day.

Don't embarrass them or draw attention to their mistakes (Tween Modification)

If a camper laughs at their mistakes, laugh with them (not at them). You can usually tailor your response to match their response to what happened.

Build cabin cohesion on day one (Tween Modification)

If your campers aren't a cohesive group after 48 hours, they probably won't turn into one without some intervention or natural disaster. Find something that will unite your group (get input from your village coordinators) and then build on that foundation every day.

Provide responsibilities and provide feedback (Tween Modification)

Children over twelve have more of a need to prove themselves and do better, and camp is a great place to safely practice new skills. You can give campers tasks and ask them to perform them in specific periods of time. Let them know how they can improve, when they improve, and even what they might want to try in the future to get better.

Sensitive Topics

Don't encourage or let campers engage in conversations about sensitive issues yet. This age group really has a firm grasp of what their parents think and believe, and they don't always agree. They will want to talk about divorce, pre-marital sex, homosexuality, your personal life, tattoos, piercings, sexuality, drugs, smoking, and politics and we encourage counselors to redirect conversation into other topics or have these conversations one-on-two between a camper, yourself, and a village coordinator.

Plan to be mentally and emotionally present

For this age group you should plan to be more interactive. These kids can do more, they're more likely to remember what they learned, they will incorporate the things you tell them into their own lives. If you have a major life crisis or some other type of distraction, it might be a good idea to be an assistant counselor for our tween session.

TEENS (Ages 15-17)

Teens can surprise you. They can struggle with normal things and excel in other ways that are not relatable to other people near their own age. They have specific interests, are often able to tell you who they are and who they want to be, and they love to see others embarrassed but do not want to be embarrassed themselves.

You will need to keep teen campers closer at first, but make them believe that you are giving them more freedom. If the rule is a proximity of 20 feet to a counselor for tweens, make it 10 feet for teens and then let them be 15 feet away (and then 20 feet away) later on during the session. Allow teen campers to earn your trust, and vice versa.

In addition to these characteristics, all children and teens want to know that they are respected, loved, and valued for who they are. Show campers that you care, and they will show you respect. Give them responsibilities and see how they can go. Campers in this age group:

- 1) want to earn money for independence and freedom
- 2) desire increased responsibility
- 3) need to be treated as young adults
- 4) occasionally revert to childish behavior
- 5) are very critical of self
- 6) seek prestige and belonging to the power group
- 7) are able to concentrate and specialize in selected skills and interests
- 8) expansive and changing ambitions
- 9) are encountering a conflict between idealism and materialism
- 10) seeking attention of the gender they prefer and are devastated by rejection
- 11) tend to cover own weaknesses with similar weaknesses of the group
- 12) teens often look for things to complain about due to a deep sense of entitlement

Be patient (Teen Modification)

Teens will test you to see how you react to them, how far they can take something, and what rules you're going to enforce. Don't sweat the small stuff but also don't let the important things get past you without addressing them.

Let your campers have more input

**Not Modified. See Tween Campers section.

Be specific and moderate your praise (Teen Modification)

Teens also need specific praise that they've earned, but wait at least 24-hours before dispensing your affirmations. It will mean more when you can tell them what you noticed the first day and how they've done better the second day.

If a camper misbehaves, you can ask them to think

about their own behavior. **Not Modified. See Tween section.

Give less directions & do more listening!

**Not Modified. See Tween section.

Ask campers how they're doing and follow-up

**Not Modified. See Tween section.

Don't embarrass them or draw attention to their mistakes

**Not Modified. See Tween section.

Build cabin cohesion on day one

**Not Modified. See Tween section.

Provide responsibilities and provide feedback

**Not Modified. See Tween section.

Be the leader in discussions about sensitive issues (Teen Modification)

This age group really has a firm grasp of what their parents think and believe and also want to know what their peers and mentors think. They will want to talk about divorce, premarital sex, your personal life, tattoos, piercings, sexuality, drugs, smoking, and politics and we encourage counselors to lead conversations about these topics by allowing campers to share their thoughts and opinions. Often the counselor is a referee in these talks, making sure everyone who want to gets a chance to talk and then make sure that no one is demeaned for sharing their opinion. Sometimes these conversations can spiral into really inappropriate areas (sexual techniques, inappropriate bragging or sharing, etc.) and it's the counselors job to carefully control these conversations or shut them down. Counselors can share their own personal beliefs, but only through the lens of our personal walk with Jesus.

Plan to be mentally and emotionally present

**Not Modified. See Tween section.

Act like you're 6'6"

If you try to be their friend, teenagers will decide if they like or dislike you. Strive to have fun but never forget that you're the adult. Talk to your cabin assistant, come up with a plan. Make sure that the sub-counselor (& assistants) are generally stricter than the regular counselor.

Don't miss out on the opportunity to set a camper on a better path in life

Even if you're the worst counselor at camp, you can still refer your campers to the camp pastor, executive director, assistant director, or one of the village coordinators if your camper has an issue that requires delicate handling and serious counseling or life-skills advice.

SIGNS OF ABUSE (AGES 13-17)

Sexual Abuse

1. Low self-esteem, anxiety, depression, thoughts of suicide.
2. Unhealthy eating patterns or dieting.
3. Signs of physical abuse, bruises.
4. Unusually shy when changing clothes.
5. Self-harming behavior
6. Hatred of the opposite sex.
7. Violent mood swings.
8. Unusually focused on sex or focused on a staff member of the gender they prefer.

Teen campers usually have strategies to hide the signs of sexual abuse. Most sexual abuse is disclosed to an adult who they trust.

Physical Abuse/Neglect/Self Abuse

1. Regressive behavior (acting like a younger child)
2. Unexplained injuries/bruises/burns.
3. Threatens others with bodily harm for minor offenses.
4. Hiding/Running away from the group.
5. Lack of personal hygiene.
6. Fresh outfits are soiled, undergarments have holes.
7. Leaves 'clues' about possible abuse in artwork or conversations.
8. Long sleeves & pants only, jackets even when it's warm.

Likewise, teen campers usually have strategies to hide the signs of abuse and neglect. Use the list above to trigger your attention so you can spot the sign asap.

OUR GOALS FOR ALL CAMPERS

When we learn about how children develop and consider how they see the world, we'll be better prepared to help them achieve the following goals we have for them at summer camp:

- 1) We want campers to have a safe, positive, & Christian experience in the great outdoors.
- 2) We want campers to practice decision-making skills and experience a taste of independence.
- 3) We want campers to meet positive Christian role models, young adults who can be a good example for children every day they're at camp.
- 4) We want campers to get away from social media, console games, and computers for just a few days.
- 5) We want campers to make new friends.
- 6) We want campers to try new things, experiencing success and failure in a safe place.

SUMMER CAMP
STAFF TRAINING

EMERGENCY PROCEDURES

IN THE MIST OF A CRISIS

Crisis #1: Standard Procedure: The alarm sounds. You gather your campers and head to the parking lot. The alarm continues until the crisis (or drill) is over.

Crisis #2: Non-standard Procedure: You hear a call on the radio. Maybe you're with others who also heard it in the background while everyone was talking. Someone says, "Hold on. Did you hear that?" everyone else in the room is paralyzed, quiet, waiting and listening. Finally someone calls over the radio asking, "Did someone call for a 10-66-All Camp?" Silence is the only reply. No one is sure what to do. Finally, someone knocks on the door.

In the first crisis or drill, everyone knew exactly what to do. The alarm was <<sounding>> and it clearly indicated an emergency situation. In the second crisis, it's so unimaginable that there might be an armed intruder at camp, and no one wants to trigger a false alarm. Inaction by the group becomes more likely with each second, and no one is preparing to act without getting confirmation. Confirmation may never come because the person who called the alert could have been injured or incapacitated and they're relying on everyone else to follow the emergency procedures.

In the midst of a crisis, seconds matter.

The 6-Step Crisis Response

- 1) Do not let inaction fester. Be prepared to react immediately to emergencies.
- 2) Do not panic. Screaming, yelling, and crying will lead others to react the same way. Focus on your duties, your campers, and your training. Use code words when communicating with other staff to prevent campers from panicking. Count to five before making crucial decisions.
- 3) Determine an appropriate response to the emergency.

You may need to send someone for help (to get the nurse or camp director), determine who is most qualified person to treat someone until help arrives, or even where to hide from an active shooter. Be prepared to change those plans if a more senior person arrives and gives you instructions.

4) If you're assigned to complete a task during an emergency, stay on the assignment until reassigned or unless it becomes too dangerous to continue. Report back to the staging area to be reassigned if you complete a task. Never seek out the epicenter of an ongoing emergency unless your presence is specifically requested.

5) Do not make any statements to the media. Please make sure all questions are directed to the Executive Director. Avoid speculating with family, friends, the media, or other staff as to the condition of persons missing, injured, or dead. Do not allow campers to be subjected to media attention. Be aware of any campers who might have information that would benefit emergency services. Only contact parents after being given direct authorization from the Camp Director. Be prepared to cooperate fully with emergency services and state officials. Do not post on social media. Do not film or photograph people (campers or staff) who are deceased, injured, or in physical or psychological distress.

6) Be prepared to help fill out any paperwork or reports about the facts of the situation. Think about what happened, how it could have been prevented, and what factors lead to the situation.

Away From Camp

If you're away from camp and a non-life-threatening emergency occurs, call camp to inform us. If the injury or situation is life-threatening call EMS before calling camp with specific details about the crisis. Never call anyone not associated with camp to report a crisis.

EMERGENCY COMMUNICATION

Emergency Text Messages to PSR Camp

(951) 468-0085

Emergency Numbers

Fire & Police: Dial 9, then dial 9-1-1
Main Sheriff: 9-(800) 950-2444
Forest Service: 9-(951) 659-2117
Sheriff (Garner Valley Station): 9-(951) 791-3400
Station 53: 9-(951) 659-5353
Non-Emergency: 9-1-(800) 950-2444
Riverside Fire (Headquarters): 9-(951) 940-6900

Helicopter DMS Coordinates (Degrees/Minutes/Seconds)

GPS Latitude: 33-42'30" North
GPS Longitude: 116-39'0.55" West
***Coordinates are for the ball field.

Emergency Radio Codes

10-53: 9-911 Medical Emergency (& Location)
10-57: Missing Person (& Location)
10-66: Intruder (& Location)
10-66-All Camp Armed Intruder (& Location)
10-70: Smoke/Fire (& Location)

MISSING PERSON

Instruct your campers to stay put if they are lost. It is the Counselor's responsibility to know where campers are at all times. During class time, it is the head instructor/instructor's responsibility.

Lost During the Day

- 1) Check the immediate area. Talk to campers and staff to see if anyone noticed when the missing person departing from the group.
- 2) Go to the nearest radio. Locate your direct supervisor and inform them. Camp supervisors will begin checking the wider area near where the person was last seen, including the cabin, calling out their name. If the person cannot be located in 10 minutes, start the clock on a missing person situation.
- 3) Fire/Evacuation plan goes into effect. Assemble everyone in the lower parking lot.
- 4) Determine if anyone else is missing. Get a physical description of anyone not present. Check for missing vehicles. Campers taken to their gender-segregated areas. Office manager assigns a person to drive the roads out of camp. (Zen Center, Apple Canyon, Bonita Vista)
- 5) Parents notified, Forestry notified, Search & Rescue Teams called in.
- 6) Family group search teams begin searching all structures,

trails, and points of interest. (Mine, Fort, Indian Camp) calling out to the missing person by name.

Lost at Night

- 1) Check the cabin, check outside, and check the bathrooms.
- 2) Counselor awakens the assistant counselor and campers in the cabin to see if they have any information about the missing person.
- 3) Send the assistant counselor to awaken the village director, camp director, send someone to the office to start the clock on a missing persons situation if the person isn't located within ten minutes after the director is notified.
- 4) Fire/Evacuation plan goes into effect. Assemble everyone in the lower parking lot.
- 5) Determine if anyone else is missing. Get a physical description of anyone not present. Check for missing vehicles. Begin searching all structures, trails, and points of interest. (Mine, Fort, Indian Camp) Call out to the missing person by name.
- 6) Office manager assigns a person to slowly drive the roads out of camp. (Zen Center, Apple Canyon, Bonita Vista)
- 7) Search teams formed from available staff, campers taken to their gender-segregated areas.
- 8) Parents notified, Forestry notified, Search & Rescue Teams called in.

KIDNAPPING

If anyone is taken from your group by force or while you are unaware, immediately call the police with a description of the missing person and then search the immediate area. Call camp and inform the assistant camp director.

Most kidnapers are non-custodial parents, who have learned where their child is or is going to be and convinces the child and the staff who are supervising the child to let the camper go with them.

Since 1998 there has only been one attempted kidnapping at PSR Camp, and it was prevented because the parent who tried to take the camper wasn't on the pick-up list and also refused to provide identification.

On Sunday morning, you'll help us prevent a potential kidnapping by ONLY releasing children to someone on your list who proves who they are with ID, and signs for the camper. Always feel free to call a supervisor over to deal with an uncooperative parent.

Mistakes

Example #1: After Sunday checkout ends a counselor turns in their checkout form, but it's missing a signature. The Village Coordinator asks the counselor who took the child and the counselor says, "Oh I remember. The camper told me it was their dad. He wasn't on the list but she recognized him."

Example #2: When a group of campers was out on a day trip, a parent shows up. The camper runs to their parent, and the parent asks the staff member for a minute alone with their child. The staff member allows it, because the parent is smiling, the camper is smiling, and the situation doesn't seem dangerous.

Auto-Suspension

At PSR Camp the only automatic suspension is missing a signature and/or ID number on a camper checkout form. We have to reunite the correct camper with the right adult 100% of the time, without exception.

NATURAL DISASTERS (EVACUATION)

Fire (Code 10-70)

Notification of possible fire:

- 1) You hear the fire alarm.
- 2) You see smoke or flames. Head to nearest radio and call for a 10-70 & location of smoke/flames.
- 3) You hear the radio call for a 10-70.

If you are in your room, office, or classroom:

- 1) Feel the door. If it is hot, do not open it. Stay in your room/office or class and do the following:
 - 2) Seal cracks around the door with wet towels or clothing.
 - 3) Signal rescuers by waving a sheet or clothing out of the window.
 - 4) Do not jump out of the windows.

If you can safely leave your room:

- 1) Take your shoes and clothing with you.
- 2) Take your keys with you.
- 3) Close the door behind you.
- 4) Go to the nearest exit.
- 5) Shout and pound on doors as you leave.
- 6) Turn back if you encounter heavy smoke and look for another exit.

If you're outside:

Stand clear of building and out of the driveway; report to designated staging area.

Preparing to evacuate:

- 1) Meet at staging area.

2) Initial headcount & seatbelt count

- 3) Communicate with fire station, provide the on-site headcount.
- 4) If possible, dismiss staff to collect car keys/wallets/purses from their rooms & close exterior windows in buildings.
- 5) Water use restricted.
- 6) Campers sent to Ponderosa Room (if time permits).
- 7) Parent notified via mass email and directed to meet us at the off-site staging area.
- 8) Gas lines and tanks sealed.
- 9) Staff begin to line up their personal vehicles.
- 10) Campers brought back to staging area, assigned to cars (Two staff per car, if possible).

11) Confirm headcount

12) Depart camp for off-site staging area. Depending on the location of the fire the off-site staging area could be Hemet SDA Church, Lake Hemet, or Palm Desert SDA Church.

Earthquake

Notification of earthquake:

- 1) You feel the ground moving underneath you.
- 2) You're woken up after the initial earthquake by someone else.

If campers are indoors:

Have them move away from the windows and find shelter (braced doorways, etc...).

If outside:

Move away from trees and structures; seek an open area.

After an earthquake:

Move immediately out of buildings, stay outside and do not re-enter buildings until told that it is safe to do so. **Proceed to staging area** (lower basketball court) being careful to avoid any fallen powerlines, fissures, or water obstacles (which may be electrified).

Contact emergency personnel (if possible). Determine who has seniority among the surviving employees:

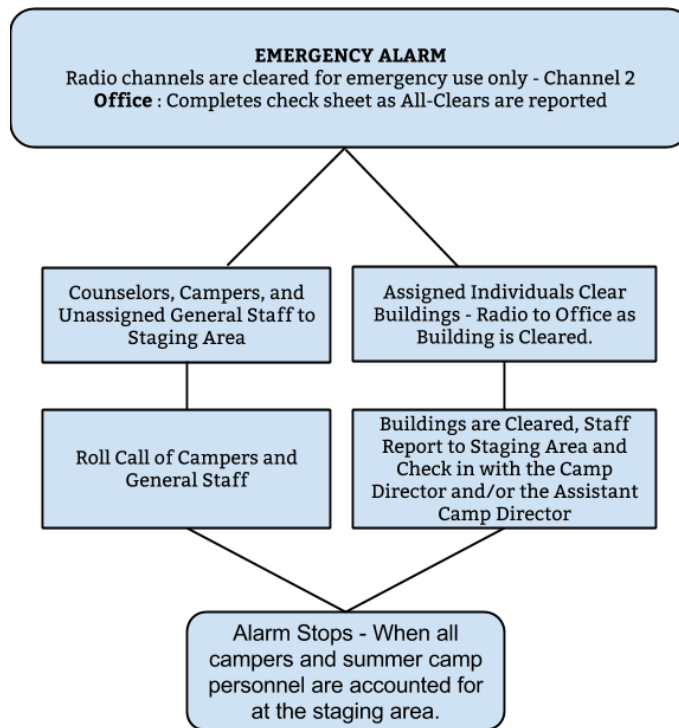
Executive Director
Summer Camp Assistant Director
Conference Center Assistant Director
Camp Ranger
Assistant Camp Ranger
Office Manager
Camp Nurse
Camp Leadership Staff
Camp Head Instructors

Aftermath:

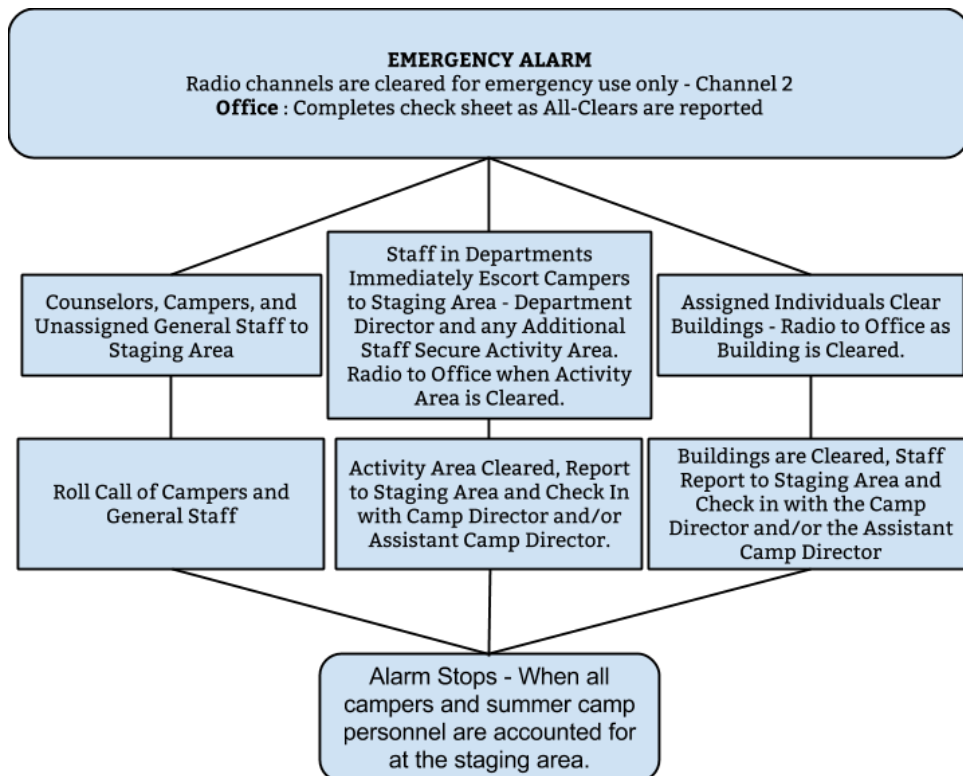
- 1) Determine the headcount & safety of the road out of camp.
- 2) If there are enough available staff, disperse them in survey team pairs to sleeping & activity areas to locate more survivors.
 - a. Do not re-enter buildings, even to rescue others. Note the location(s) of survivors who cannot be reached so emergency services can potentially rescue them later.
 - b. Instruct teams not to cross power lines.
 - c. Engage children in activities.
 - d. If possible (and/or necessary), dig a latrine away from staging area.
 - e. If necessary, remove fatalities away from the main group. Do not bury the deceased. ID each victim and cover their face or entire body if possible.

Only leave the premises when safe to do so or by request from emergency services.

Facility Evacuation Flow Chart - Non-Class Time



Facility Evacuation Flow Chart - Class/Activity Time



UNFAMILIAR PERSON (10-66)

PSR Camp is located at the end of Apple Canyon Road, and visitors range from curious travelers to church members looking for a place to picnic. Most of the visitors are harmless and leave when asked, but some people may come up to camp with the intent to kidnap, harm, or harass campers and/or staff.

Camp staff should be aware of all non-uniformed and unfamiliar people wandering through the property during summer camp and be prepared to use their best judgement when approaching strangers.

Observe & Report

Don't approach intruders if you have campers with you. Instead guide campers away and seek out another staff member. Tell them, 1) Where you saw the intruder, 2) How long ago you saw them, 3) What the intruder was wearing.

If you're alone, go to the nearest radio (in the camp office, lodge front desk, leadership team member) and call out a code 10-66 & the location of the intruder. If you're in a group, send someone to the nearest radio to report the 10-66, while you watch the intruder and track their movements. Continue watching the intruder until supervisor or member of the year-round staff arrives on scene. Only ap-

proach them if they attempt to enter a structure or proceed past the parking lot. Observe for any potential problems or weapons. Do not approach them if you suspect a problem or see a weapon.

In order to prevent false alarms and unnecessary fright at night, all camp personnel should carry flashlights and identify themselves when traveling around camp.

Gate Duty

During the weekends, we post people at the gate since we often have more visitors on Saturdays & Sundays. Gate duty staff should also be observant as to the make, model, and license number of cars that approach camp. All visitors should be stopped, and be politely questioned to ascertain who they are and why they are here.

Do not antagonize visitors if they seem annoyed or uncooperative. Give assistance or directions. If possible, refer the person to the camp office or ask them to leave. This is private property and it's not open to the public. Observe to ascertain that the person leaves and use your radio to call for a supervisor if they refuse to leave or drive past you.

Feel free to call for supervisor assistance at any time.

ELECTRIC STORMS & RAIN

In the event of an electrical storm or rain, move all outdoor activities to their indoor locations. The Pool and Ropes Course departments are immediately '10-99' (closed) for 30 minutes, and will continue to be closed until inclement weather subsides.

During electric storms camp leadership staff are posted on the lodge balconies (one person per balcony) as fire spotters, communicating with camp administrators about the location of lightning strikes near camp. Please be prepared to assist a fire spotter if requested.

ARMED INTRUDER (10-66-ALL CAMP)

Call for a code “10-66 All Camp” plus the location of the armed intruder/active shooter on a camp radio until someone acknowledges receipt of the message. The person who acknowledges the radio call is in charge of making sure that someone calls 911.

Quickly determine the most reasonable way to protect your own life and the lives of those around you. **DO NOT SEEK OUT THE GUNMAN/SHOOTER**, and remember that campers and guests will follow the lead of staff and administration during an active shooter situation.

Examples

1) Protecting your life and the lives of others may mean turning off your radio/cell phone and hiding behind a locked door.

2) Protecting your own life and the lives of others may mean evacuating onsite (see map on page 67) and taking your campers with you.

3) Protecting your own life and the lives of others may mean fighting an armed intruder with anything you can get your hands on.

Use Codes

If you hear a call over the radio for a “**10-66 All Camp**” You should use code language when talking with other staff and move yourself and your campers behind a locked door, to an onsite evacuation point, or if you’re preparing to fight.

Don’t Get Tricked

Don’t obey instructions that come over the radio from supervisors who may have been co-opted by the intruder. Don’t obey calls of “All clear” or “Police.” Ignore the fire alarm, stay hidden! Police will break down doors to get into rooms, wait for them to do so or until you hear the **PASSWORD** which is our code for “all clear.”

RUN > HIDE > FIGHT

RUN

When an active shooter is in your vicinity:

- Determine an escape route based on where an active shooter may be located.
- Leave your belongings behind.
- Help campers evacuate.
- Make sure campers stay with a staff member at all times.
- Move quickly to a safe place far from the shooter and take cover. Remain there until police arrive and give instructions.
- Remain calm. Avoid screaming or yelling as you evacuate.
- Prevent others from entering the area. (See instruction for indoor and outdoor situations.)

HIDE (Inside/Indoors)

- Find a place to hide.
- Lock and barricade the door.
- Silence your cell phone and turn off your radio.
- Hide behind large objects.
- Try not to huddle together in one big group.
- Remain very quiet.
- Turn off lights.
- Keep out of the shooter’s view. (Close curtains/blinds.)
- Do not open the door until police give an all clear.
- Do not open door to any staff, including administration, unless said individual gives you the phrase: “We are all clear, _____.” (PASSWORD)

*** DO NOT activate the fire alarm nor respond to fire alarm unless you see/smell smoke or fire. This tactic could be used by the shooter to flush people out of hiding and cause greater harm.

HIDE (Outside/Outdoors)

- Seek shelter in any safe building nearby and follow “Inside” guidelines.
- If it’s not practical to shelter in a building safely:
- Run with group toward a safe direction.
- Spread out in small pockets.
- Run between trees/objects in a zig zag pattern, if necessary.
- Silence your cell phone and turn off your radio.
- Remain very quiet.
- Keep out of the shooter’s view.
- Be prepared to remain at your location for a significant amount of time.
- Do not come out of hiding until police give an all clear.
- Do not go out into the open at the request of any staff, including administration, unless said individual gives you the phrase: “We are all clear, _____.”
(PASSWORD)

*** DO NOT come out of hiding if you hear any alarm. This tactic could be used by the shooter to flush people out of hiding and cause greater harm.

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active

shooter by:

- Acting as aggressively as possible against him/her.
- Use whatever you can find as a weapon (knives, chairs, fire extinguishers, bottles, belts, etc.) to help put the shooter down.
- Yelling.
- Use aggressive tactics to incapacitate or neutralize the shooter.

How to react when law enforcement arrives:

- Remain calm, and follow officers’ instructions.
- Put down any items in your hands (i.e. bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers (i.e. holding on to them for safety).
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

AFTERMATH

After traumatic events, you’ll have the opportunity to share your story with the media. However, do not make any statements to the media until SECC/PSR Camp has officially responded to the incident. This will help us avoid misinformation being disseminated by the media.

SEVERE INJURY & ILLNESS (10-53)

Site Specific Emergency Procedures

Each activity area will develop their own emergency procedures, which will include assignments for three, four, or five people. The plan should designate the location of the nearest radio, who will travel to the radio to call for help, and who will stay with the campers.

10-53 (+ location)

A 10-53 is a 911 emergency. A 911 emergency is a moderate to serious head injury, loss of consciousness, severed digit or limb, compound break, fall from height, bloody wound to the torso, anaphylaxis (inability to breathe, possible due to a severe allergy), or any potentially fatal injury.

A 10-53 emergency is not a first aid call for the nurse. However, you should never hesitate to call for a 10-53 if you’re not sure about the severity of the injury. The nurse or a camp administrator will be reporting to the location of the injured camper in less than 3 minutes and 911 will be called immediately by a camp administrator. You may have to answer a few questions about the injury while EMS is in route.

Severe Illness

Campers who have a fever, vomiting, severe nosebleed, or psychological distress should be taken to the camp nurse. If the psychological distress prevents them from moving, monitor the camper (black hawk down) until help arrives.

The nurse will perform triage and make a recommendation that the camper be taken to the hospital, be picked up by a parent, or monitored (and parents informed) to see if their condition improves.

Outbreak

If there is a contagious virus that is affecting more than one staff or camper, PSR Camp asks staff to leave camp and recuperate at home. If that’s not possible, staff will be placed in quarantine and the supervisory staff will take steps to control the outbreak, including surface cleaning, distribution of hand sanitizer, masks, and other equipment.

If an outbreak is determined to be life-threatening, the state authorities may be contacted to control the situation.

EVACUATION ASSIGNMENTS

If the person(s) on this list are not on camp property, the individual taking their place will be responsible for clearing the assigned building. Buildings are always cleared and departments are cleared only when activities are in session.

Building Clearance Procedure

- 1) Shut off propane gas at tank.
- 2) Check for external structural damage. (Applies to earthquake scenarios)
- 3) Move on to other buildings on your list, returning to the damaged one later.
- 4) Check for injuries - report any injuries to medical staff.
- 5) Make sure no one is in the building.
- 6) You must check every room, meeting area, and bathroom in each building.
- 7) Lock all exterior building doors (except Lodge outside doors)

Activity Areas & Assigned Structures

Mountain Biking Shed: Adventurus Instructor	Lodge: Year-round staff, & assigned L-team.
Ropes Course Shed: Ropes Head Instructor	Marksanship Shed: Archery Assistant Head Instructor
Archery Shed: Archery Head Instructor	Multipurpose Building: BOTS Instructor
Sewer Plant: Plant Services Director	Nature Center: Nature Instructor
Arts & Crafts Building: Arts & Crafts Instructor	North Village Cabins: Boys Village Coordinator
South Village Cabins: Girls Village Coordinator	Nurses Station: Camp Nurse(s)
Cafeteria: Food Service Director (FSD) or Asst FSD	Aquatics Area: Aquatics Head Instructor
Store: Office Staff	Chapparal Kitchen: Junior Chef Instructor
Electric Shut-Down: Year-round staff	
Equestrian Center: Year-round staff	
Town Hall: Office Staff	
Go-Karts Shed: Go-Karts Instructor	
Water Tanks: Year-round staff	
Line Call - Staging Area: Summer Camp Assistant Director	

PINESPRINGS RANCH

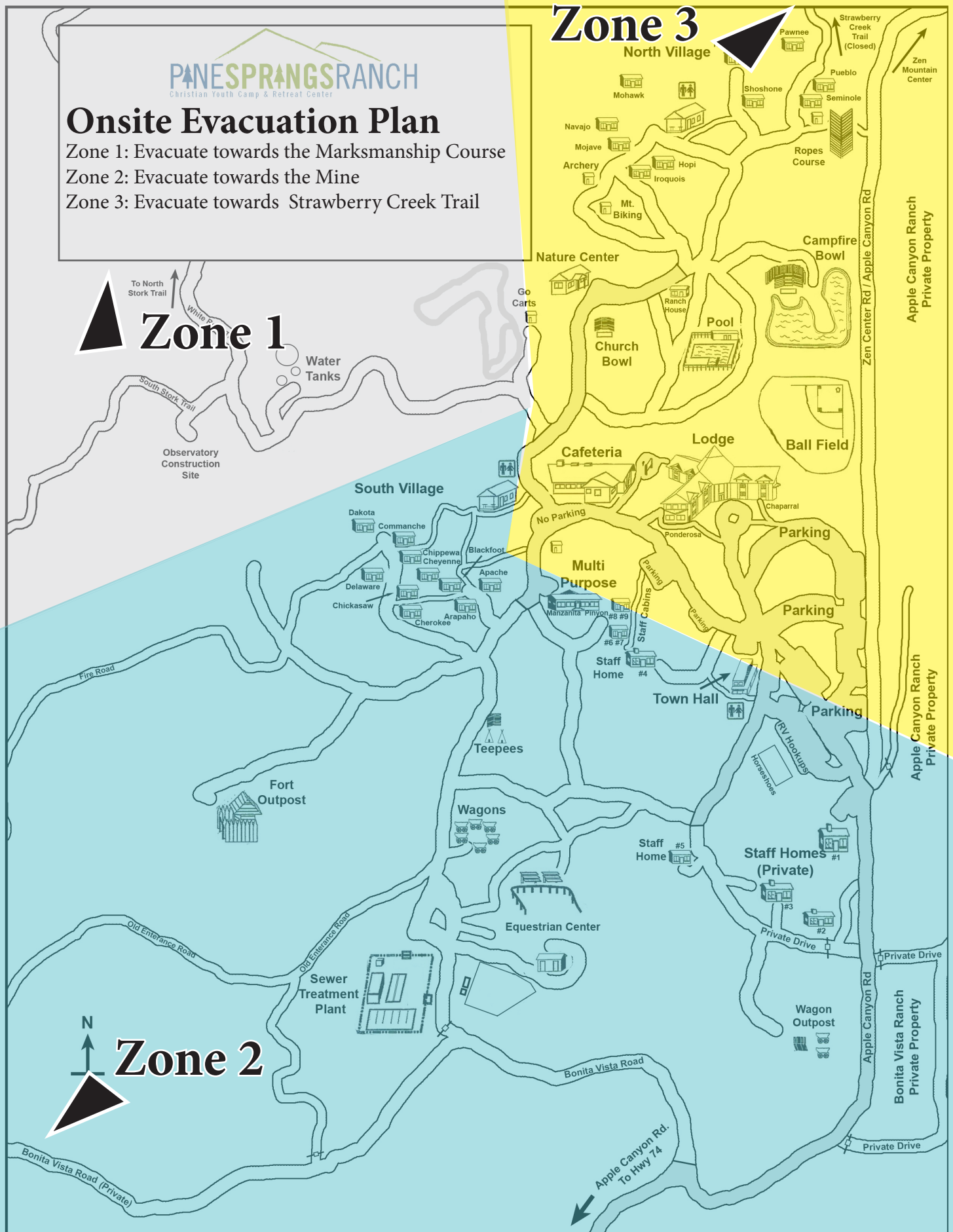
Christian Youth Camp & Retreat Center

Onsite Evacuation Plan

Zone 1: Evacuate towards the Marksmanship Course

Zone 2: Evacuate towards the Mine

Zone 3: Evacuate towards Strawberry Creek Trail



Zone 1

Zone 2

Zone 3

EVACUATION CHECKLIST

This checklist is to be completed anytime an emergency procedure is initiated, a drill performed for a facility evacuation, or for a missing person situation. As each area give the all clear signal, place a checkmark by that area. Also, complete the date, time started, and time final all clear is given.

Activity areas are cleared only if campers are in classes when the alarm sounds, or during a missing person situation. Points of interest are only cleared during a missing person situation.

Date: _____

Time Started: _____

All Clear: _____

Structures

- ___ Cafeteria
- ___ Arts & Craft Building
- ___ Equestrian Center
- ___ Lodge
- ___ Maintenance & Shop Area
- ___ Multipurpose Building
- ___ Nature Center
- ___ North Village
- ___ Pool
- ___ Sewer Plant
- ___ South Village
- ___ Town Hall
- ___ Nurse's Station

Activity Areas

- ___ Archery
- ___ Board Sports
- ___ Go-Karts
- ___ Ropes/Rock Climbing
- ___ Sports
- ___ Mountain Biking Shed
- ___ Field
- ___ Jr. Chef

Personnel

- ___ Guests
- ___ Campers
- ___ Counselors
- ___ Non-Counseling Staff

Points of Interest

- ___ White Rock
- ___ Fort
- ___ 49'er Mine
- ___ Indian Village
- ___ Church Bowl
- ___ Campfire Bowl
- ___ Zen Center Rd
- ___ Apple Cyn Rd
- ___ Strawberry Trail
- ___ Parking Lot
- ___ Outpost Wagons
- ___ Rancher Cabins
- ___ Drainage Pipe
- ___ All camp trails

MISSING PERSON (10-57)

- 1) You've checked the immediate area, checked with your campers, and checked with other staff.
- 2) **Supervisor informed. "I have a 10-57 at <insert location>"** **Time:**

Person Missing:

Place & time last seen:

Person assigned to drive the roads out of camp:

Description of missing person(s):

After the Camp Director is notified that a person is missing, supervisory staff has 10 minutes to locate the missing person. If the person is not located, sounds the alarm and follow procedure for a fire drill.

3) Alarm sounds.

Time:

Everyone gathers in parking lot to determine if anyone else is also missing. Gather descriptions of the missing person(s) and organize the staff into search teams by Family Group. Counselors on duty are excluded from searching and should remain with their campers. Check for missing car(s).

4) Male campers taken to Chaparral Room, Female campers taken to Ponderosa Room.

5) **Appropriate authorities are notified**, parents of missing person are notified.

Time:

6) Camp Director sits with counselor and cabin mates or staff roommates of missing person to construct a timeline and to determine the most likely cause of the disappearance.

7) The family group teams begin to search the structures in their zone. Calling out to the missing person(s) by name. Once structures have been cleared, the family group teams should search activity areas and points of interest. Call in on the radio what areas have been searched, and make sure searched buildings are locked and secured.

8) When authorities arrive, have the affected staff (and potentially campers) prepared to re-interview with police, forestry, and search & rescue.

UTILITY & WATER FAILURES

WATER

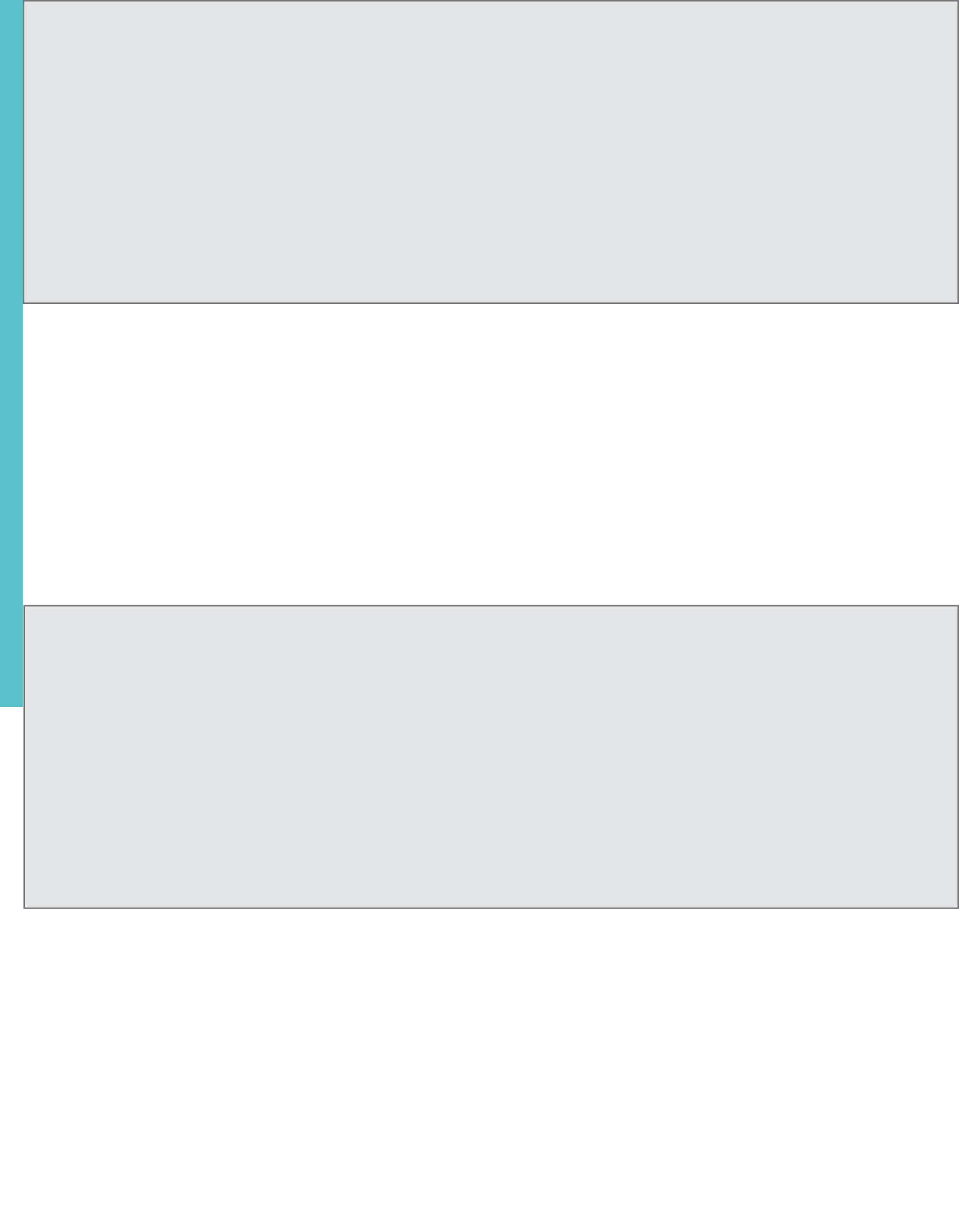
Our camp has a self-contained water system, which pumps water from wells on the property directly into storage tanks on the campus. When it fails, we have serious problems. Because of the limited supply, practice conservation and teach the campers to restrict the amount of water they use, too.

- 1) Loss of pressure or unusually rusty-looking water are symptoms of a problem in the system. The units at the end of the system are typically the first to notice. Immediately notify the camp office if you suspect a failure with the plumbing or drainage.
- 2) Should a major leak/break in the line occur in your area, shut off the water if possible and contact maintenance via radio.
- 3) If a toilet or urinal is overflowing contact camp maintenance via radio.
- 4) Hot Water: If the hot water isn't functioning, contact camp maintenance via radio. The pilot light on the water heater has probably malfunctioned and needs to be re-lit.

ELECTRICAL

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

- 1) Lack of Power: The administrative staff will contact camp supervisors with an appraisal of the situation and instructions. Do not search for circuit breakers or open electrical boxes.
- 2) Electrical Fire: We'll complete a standard fire drill if there is an electrical fire on the property. Never use water on an electrical fire; use a fire extinguisher or baking soda. Report fires near power lines as soon as possible.
- 3) Remember, downed power lines are extremely dangerous. Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.



2013



2014



2015



2016



2017



2018

