

Sophia Fahs Religious Education Camp 2018

Staff Orientation & Resource Guide



Name _____

Sophia Fahs at Quinipet Staff Organization Chart

Leadership Team

Sophia Fahs at Quinipet Advisory Committee

Sophia Fahs at Quinipet Camp Director
Patsy Kaplan

Sophia Fahs at Quinipet Co-Director
Matthew Barish

Registrar
Allyson Barish

LIAC Administrator
Gretta Johnson-Sally

Permit and Safety Coordinator
Allyson Barish

Curriculum
Joanne Polichetti

Activities Coordinator
Peggy Schlechter
Jennifer Thieke

Worship Leader
Rev Gordon Bailey

Music Coordinator
Steven Underhill

Spirit Committee Advisor
Ellen Keller

Youth Coordinator
Megan LaDue

Sophia Fahs Camp Advisory Committee

Matthew Barish

Patsy Kaplan

David Sussman

Table of Contents

Organizational Chart	2
Table of Contents	3
Program Goals and Objectives	4
Being on Staff at Sophia Fahs Camp	5
General Information for the Week	6 - 8
Saturday—Staff Arrival Day	6
Sunday Schedule	6
General Daily Schedule – Monday through Thursday	7
Friday—Departure Day	8
General Camp Policies	9 – 10
Staff Policies	11
Staff Responsibilities for Camper Supervision	12
Staff Member Orientation	13
Staff Member Hiring Policy	14
Staff Member Orientation Form	15
Camper Policies and Discipline	16 – 17
Camper Orientation	18
Camper Orientation Form	19
Dining Hall Procedures	20
Medical Plan	21 – 25
Child Protection Procedures	26
Disaster and Evacuation Plan	27 – 28
Camper Safety Plan – Risk Management	29
Vehicle Safety Procedures	30
Visitors and Intruders	30
Fire Safety Plan	31 – 32
Weather Safety Plan	32
Missing or Runaway Camper Plan	33 – 34
Waterfront Safety	35 – 41
Waterfront Orientation for Sophia Fahs Staff Members	36 – 37
Quinipet Waterfront Safety Plan	38 – 41
About Quinipet Camp and Retreat Center	42

***Sophia Fahs Religious Education Camp
Program Goals and Objectives***

GOALS: There are four major goals of program at Sophia Fahs Religious Education Camp:

- Exploration of Unitarian Universalism leading to personal spiritual growth.
- Living in community and learning about interpersonal relationships.
- Developing personal skills and knowledge about nature and creativity.
- Participating in recreational and social activities.

OBJECTIVES:

1. Spiritual Growth

- Campers and staff participate daily in morning worship, Program and Circle Groups, campfire worship and reflections before meals, all of which resonate with the curriculum's theme and campers' age groups.
- Campers and staff sing songs and hymns through worship and music activities.
- Program Staff participate in evening meetings that explore the curriculum's theme.
- Camp includes quiet times, meditative times and time for personal conversations about life experiences.

2. Building Community and Interpersonal Relationships

- Campers and staff plan activities together, agree upon guidelines for their group life, and share daily chores and dining hall duties for the benefit of the entire camp community.
- Campers covenant with each other to describe how they wish be together at camp. The Spirit Committee strives to assure that all campers feel comfortable at camp. Pebbles lead daily Circle Groups.
- Staff members share responsibility for each other's well being through support and teamwork. Older staff members support newer staff to feel part of the total camp staff family.
- At the close of the week, staff and campers share experiences that allow them to express appreciation and love to all with whom they have camped.
- Worship, Program and Circle Groups, activities and campfires fuel the "creative celebration" that builds community through sharing of talents and ideas.

3. Nature and Creativity

- Campers explore creativity through arts, crafts and music. Arts and crafts activities may use natural materials and promote expression of feelings and ideas about life experiences.
- The "sacred spaces" of Quinipet can be teaching locations for informal conversations about nature, life and spirituality. Star gazes and hikes provide other times for questions.
- Campers and staff learn water and boat safety and may develop skills in handling canoes and sailing.
- Campers learn about the ecology of the campsite in activities, Program and Circle Groups, and through the Nature Center.

4. Recreation and Social Activities

- Campers and staff engage in games and sports that use the physical skills of each person. They are encouraged to try new ways of physical exercise.
- Staff members share their talents, skills and care for each other, as well as the campers. Staff members spend time together for recreation, relaxation, or refreshments.
- Sports are a part of camp, teaching cooperation and assisting younger campers in gaining competence. Many group games teach cooperation rather than competition. There are at least two hours of planned group recreation activities every day.
- Laughter creates a joyful camp environment. Mime, clowning, comedy and talent sharing are for everyone. Individuals with special skills in these areas are encouraged to share in the Talent Show.
- Each day contains many "laughter" breaks.

Being On Staff At Sophia Fahs Camp

Preparing for Camp

- Take advantage of timely offering of training.
- Plan to be involved in building camp spirit.
- Gather and bring materials that will assist you in your roles in program, housing and activities.
- Submit costs/receipts to designated staff member for reimbursement.
- Know the planned schedule for camp, including work times and rest times.
- Know well the purpose of your week.

Getting Started at Camp

- Be present and welcoming to the arriving campers, understanding their need to adapt to the new surroundings, new persons in their lives, and separation from loved ones.
- Your sense of hospitality is essential to the bonding moments of camp.
- Be present for Saturday staff orientation

Involving Campers in Personal Growth at Camp

- Provide a wide range of experiences
 - The camp week is designed to widen campers' understanding of themselves, others, nature and the world. To that end camp activities include worship, recreation, environmental education, discussion, music, and campfires, in both same and mixed age group experiences.
 - Active times and quiet times exercise the body, mind and spirit.
 - Stretching one's awareness and abilities is encouraged.
- Encourage camper initiative in planning activities
 - Each day, campers choose among a range of activities that interest them, including volleyball, softball, basketball, swimming, hikes, arts and crafts, cooking, newspaper and more. Campers may vary in their skills and should be encouraged to try new experiences.
 - Each group begins its week by mutually setting social behavior guidelines, including how disagreements will be handled, and signing up to carry out the daily housekeeping chores.
 - Each housing group is responsible for its own living area.
 - Camper groups may arrange a project that will benefit the camp's natural areas. There can be beach cleanup times, garden weeding, and litter walks.
- Foster skill growth and development
 - Activities including arts and crafts, athletic games and sports, boating, music and nature walks all promote appreciation and development of new skills.
 - It is encouraging to the staff to watch the campers' progress in one or more of these areas. Older campers often teach the younger campers.

General Information For The Week

- Each day follows along the same pattern. What does change is the daily Program and Circle Group experiences, choices of activities, and growth experiences in the camp community.
- Observe campers for signs of fatigue, homesickness, and loneliness.
- Plan to evaluate your week at the conclusion of camp. Upon arrival at camp on Saturday, staff members will be given a staff feedback form, to be turned in at the end of camp. There will be a final staff gathering on Friday, the last day of camp, at 3:30 pm.
- Remember to submit reimbursement forms for camp expenses to the Fahs Advisory Committee by Friday at breakfast. Use tax forms for all purchases. Sales tax will not be reimbursed. Reimbursements will be mailed to you within 30 days after camp.
- There will be at least one fire drill during the week. Please be prepared and have your campers ready and knowing the procedures.
- There will be cabin inspections during the week. Cabins should be cleaned at 9:30am each morning during Cabin Clean-up (see below).

Saturday—Staff Arrival Day—Arrive at 6:00 PM (promptly, but not earlier).

- Move in, Dinner, welcome.

Sunday Schedule: (*tentative*)

- 9:30 am Light breakfast at Dining Hall
- 10:30 am Worship at the Outdoor Chapel
- 11:30 Mandatory Meeting
- 12:00 noon Lunch
- 2:30 pm New camper tours; Spirit Committee/Staff's Campers Registration Part 2
- 3:00 pm General Camper Registration at Welcome Center.
Program staff: help with registration, House parents at houses, Sight & Sound staff on road
After completing registration, campers move into housing and take swim tests.
- 5:30 pm Cruiser bell—Cruisers report to Dining Hall
- 6:00 pm Dinner
- 6:45 pm All Camp Welcome and Orientation
- 7:45 pm Campfire
- 8:30 pm House Meetings

General Daily Schedule—Monday to Thursday:

- 6:30-7:30 am Polar Bear Swim (if scheduled; optional)
- 8:00 am Sign-Up for Afternoon Activities begins (in front of Wesley Hall)

- 8:20 am Cruiser Bell
- 8:30 am Breakfast
- 9:15 am Morning Worship – location announced daily
- 9:45 am Cabin Clean-Up
- 10:15am Program Groups
- 10:15 am Housing Staff meeting
- 12:05 pm Cruiser Bell
- 12:15 pm Lunch
- 1:00 pm Circle Groups
- 2:00—2:30 pm Camp Store
- 2:45—3:45 pm Afternoon Activities Session #1—Everyone meets at Jesse Lee House. Staff should arrive 10 minutes early to prepare
- 4:00—5:00 pm Afternoon Activities Session #2
- 5:00-6:00 pm Free Time in Cabins (Note: On Thursday the campers will pre-pack and organize/clean their houses in preparation for Friday departure.)
- 5:00 – 6:00 pm Program Staff meetings
- 5:50 pm Cruiser Bell
- 6:00 pm Dinner (Thursday dinner—campers and staff may opt to wear dressy clothes)
- 6:45-pm All-Camp Early Evening Activity begins (all campers and staff members attend)
- 7:45 pm Campfire (designated evenings only)
- 8:30 pm In Cabin Times** begin
- 9:00 pm Late Night Activity (designated older groups)
- 9:30 pm Lights Out Times* begin—Quiet time begins

****In Cabin & Lights Out Times**

- Varies with each age group. Older age groups are reminded that younger campers have earlier bedtimes.
- REMINDER—ALL-CAMP QUIET TIME BEGINS AT 9:30 PM!

IN CABIN TIMES

LIGHTS OUT TIMES

8:30 pm Youngest age group

9:30 pm Youngest age group

----- Groups in between at approximately half-hour to one hour intervals -----

11:00 pm Oldest age group

12:00 pm Oldest age group

FRIDAY: DEPARTURE DAY

- 8:20 am Cruiser Bell
- 8:30 am Breakfast
- 9:15 am Morning Program and Group Photos/Camp Evaluations
- 10:45 am Cabin clean-up. Shirts given out when cabins are clean.
- 11:45 am **All camper personal items should be on the front porch**
Recyclables in appropriate bins, floors swept, bathrooms and kitchens cleaned
NOTHING SHOULD BE LEFT IN THE CABIN
Cabin Check by Quinipet Staff or Camp Directors; T-shirts distributed
- 12:00 noon Lunch
- 1:00 pm Closing Ceremony—camper parents and families welcome. NO PETS!
- 2:00 pm Camper checkout begins
 - Step 1: Camper and parent/guardian claim all belongings at the cabin.
 - Step 2: Camper and parent/guardian must sign out camper at checkout table and pick up medications, retrieve lost and found items, and get camper address list.
 - Parent/guardian must sign out camper. If you cannot check out your camper, you must complete the **Transportation form** provided at the end of this Handbook to authorize a designated adult to do so—this must be received at camper registration.
 - All campers must be packed up prior to 2:00 pm

3:30ish pm Staff closing circle Good-byes and Farewell... See you in 2019! Celebrating 39 years of Camp!

Note to all staff members:

- Staff members are responsible for supervision of campers on Friday afternoon until all campers have completed the checkout process and have been picked by their parent/guardian. Do not pack or load your vehicles during this time.
- Please pre-pack your belongings by Thursday evening, placing most of your belongings in your vehicle.
- Buildings will probably be locked by noon on Friday.

General Camp Policies

On the first day of camp, rules and regulations will be reviewed with all campers. Staff members are required to sign the *Camper Orientation* sheet indicating that all of these items have been discussed. The following items are in addition to those major subjects reviewed on separate pages.

RESPECT:

- Respect for other persons, nature and the camp facilities is a primary guideline. Pushing, fighting, name-calling, cursing, roughhousing and/or destruction of any property are not permitted.
- Campers and staff members have signed covenants agreeing to live by the camp rules.
- Staff members are encouraged to discuss any camper's concerns either privately with campers or with the group if that seems appropriate.
- Rules apply equally to all campers including staff children. Staff should take special care to avoid extending privileges to their children at the expense of others.

AUTOMOBILES/VEHICLES:

- Drive very slowly on the campgrounds.
- Staff members are urged to park their vehicles off the camp roads in the parking lot by Asbury and only by necessity by Willard Lodge.
- Under no circumstances will staff transport a camper in his or her vehicle, except in a medical emergency, when other transportation is not available, as authorized by the Camp Director or Advisory Committee, Quinipet Director or Health Director Professional or Nurse.
- Campers who drive to camp will park their vehicles at Asbury and immediately give their car keys to an Advisory Committee member. Campers are not permitted to drive their cars during the camp week. Keys will be returned at the conclusion of the camp week.

CELL PHONES :

- Staff members are asked to provide a cell phone number to be used if needed during camp in an emergency. Do not make or receive phone calls while you are involved with youth activities or during community times.

CAMPER CELL PHONE POLICY – *the following has been provided to all camper parents and guardians prior to camp:*

ABSOLUTELY NO ELECTRONIC DEVICES WITH INTERNET OR CELL CONNECTION WILL BE PERMITTED AT FAHS

This includes cell phones, iPods, iPads, tablets, etc. FAHS does not permit these items for reasons of privacy, safety, security, accountability, and possibility of theft. Please leave them at home. Because of past abuses of this rule, any electronic devices with cell/internet connection capability that are brought to camp must be given to parents or turned in at registration. If these items are found during camp, they will be immediately confiscated by the FAHS staff.

APPROXIMATELY ONE WEEK FOLLOWING COMPLETION OF CAMP, THE CONFISCATED ITEMS MAY BE RETURNED TO THE CAMPER, FOR A MINIMUM FEE OF \$100 (certified check or money order). NO EXCEPTIONS.

- We (camper and parents) agree to the cell phone policy described above: We ALL agree By signing below, I agree to the above stated policy and also agree that any device confiscated under the above policy becomes the property of FAHS camp. I AGREE THAT I WILL NOT HOLD FAHS CAMP OR ANY CAMP STAFF, RESPONSIBLE FOR ANY DAMAGE, LOSS, OR THEFT OF ANY CONFISCATED DEVICE. I ALSO UNDERSTAND THAT ITEMS CONFISCATED BY THE CAMP WILL NOT BE RETURNED AT CAMP OR DURING CHECK-OUT. IF CONFISCATED ITEMS ARE RETURNED, THEY WILL BE MADE AVAILABLE FOR PICK-UP APPROXIMATELY ONE WEEK FOLLOWING COMPLETION OF CAMP, SUBJECT TO A FEE OF \$100.

CLEANLINESS: Staff members are expected to keep their living space clean and neat.

FIREARMS AND FIREWORKS: Are not permitted at camp.

FOOD:

- Camp Store items are available to staff at the regular price and must be paid for at the time of purchase.
- Food in buildings attracts insects and other animals. Campers should not bring snacks from home. House parents should monitor distribution of evening snacks provided by the camp. Food items should be kept in closed containers or in the refrigerators.

FOOTWEAR:

- Footwear is required at all times. Flip-Flops, loosely fitting or single strap footwear is not acceptable footwear except in shower areas. This is a Quinipet regulation. Campers are encouraged to use water shoes or similar footwear (Texas, Crocs, etc.) at the waterfront area.

GLACIAL BOULDERS:

- Quinipet does not permit climbing of the Glacial Boulders.

GUESTS:

- Prior approval from the Sophia Fahs Camp Director is required for all visitors. No guests permitted unless special circumstances exist and have been approved by the Director.

LAUNDRY:

- For emergency use only. Camper or staff laundry emergencies can be handled through the Health Director. Laundry facilities are located in the Dining Hall, Health Center and McConnell. The camp does not supply laundry detergent.

PERSONAL BELONGINGS:

- Staff members and campers are responsible for their own personal belongings. The camp does not carry insurance for personal items. Expensive equipment should remain at home.

PETS:

- Are not permitted at camp.

QUIET HOURS:

- Quiet Hours are between 9:30 pm and 7:00 am. Radios or other audio equipment should be kept low between those hours.
- Campers may not approach a camp housing building other than their own during these hours. Everyone is entitled to privacy - this is especially true in the evening hours after the younger campers have gone to bed.
- Outdoor games are not to be played around the cabins during quiet hours.

SMOKING:

- Smoking by staff or campers is not permitted on the campgrounds during the entire camp week. Staff members who are smokers must leave the camp property to smoke.
- Campers are not permitted to smoke at any time.
- Staff members are not permitted to smoke in the presence of campers.

Staff Policies

ALL-CAMP ACTIVITIES

Staff members are expected and encouraged to attend and participate in each all-camp activity (such as worship, meals, evening activities and campfire) unless excused by a member of the Camp Advisory Committee.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Are not permitted on the grounds of Camp Quinipet. Possession of illegal substances will be grounds for immediate dismissal from camp.

COUNSELING

Rev. Gordon Bailey is available as needed. The Spirit Committee is also available to address camper concerns. Staff members are responsible to attend to camper concerns and immediately report any significant concerns to the Spirit Committee Advisor, using the Camper Support Referral form provided.

DRESS CODE

Staff members and campers should wear clothes that are not sexually suggestive, tight, or revealing/transparent. Underwear is to be completely covered by clothing. Shorts should have a minimum 3 inch in-seam. Staff and campers must wear proper bathing suits. Underwear may not be worn as a bathing suit. Clothing that promotes or endorses the use of alcohol, tobacco or other drugs cannot be worn. In addition, clothing items that are vulgar, obscene and libelous, or denigrate others based on race, gender, sexual orientation, ethnicity, religion, creed, national origin or disability cannot be worn. Staff and campers must wear proper footwear. Closed shoes are required in order to climb on the smaller rocks near the dining room (climbing the glacial boulders is no longer permitted). If questions arise, the Camp Advisory Committee will make the final decision about the dress code. Staff may not dress, undress or shower in front of campers.

MEDICATIONS

Staff may keep medications (prescription and over-the-counter) in their cabins if they do not sleep in a cabin that houses campers. Staff members who sleep in cabins that house campers must leave their medications (prescription and over-the-counter) with the Health Director (nurse).

REST

Adequate rest is necessary for staff and campers. All staff members are responsible to ensure that they are adequately rested so they can perform their duties well. Housing staff must ensure that campers follow quiet hours and sleeping guidelines for each age group.

SEXUAL ACTIVITY

Staff members are responsible to enforce the camp rule that campers are not allowed to engage in sexual activity or sleeping together, both of which will be grounds for immediate dismissal.

SICKNESS OR EMERGENCY LEAVE

All staff members commit to being at camp for the entire camp week. The Director must approve requests for sick time away from duties, or time away from camp.

SIGN IN/SIGN OUT PROCEDURE

Staff members who wish to leave camp during off-hours must sign out and sign back in upon return.

I understand and will abide by the above listed guidelines. I am also fully aware that should I choose not to abide by these guidelines, I will be asked to leave camp.

Sample—Do not fill in

PRINT NAME _____

SIGNATURE _____ DATE _____

Staff Responsibilities for Camper Supervision

At the beginning of each activity session, activity leaders will be given a list of campers under their charge. They will take attendance frequently, including at the beginning of each activity, to account for all assigned campers. If a camper is unaccounted for, the counselors will notify the camp director after 5 minutes, as described in the Missing or Runaway Camper Plan.

At all times the activity leaders will provide a level of supervision that shall protect campers from any unreasonable risk to their health or safety, including physical or sexual abuse. Activity leaders will actively supervise campers, maintaining visual or verbal communications capabilities at all times to ensure camper activities are safe and consistent with the safety plan and camp policies.

The following staff to camper ratios must be maintained:

- 1:8 for children younger than 8 years old
- 1:10 for campers 8 years old and older
- 1:25 for passive activities, as defined in the Camp Safety Plan

All campers will be supervised at all times while at camp. Supervision is defined as:

- The Camp Director will assign staff to campers when the whole group is not together and each staff member will know at all times which campers are under his/her supervision.
- ***Campers will be within sight or sound of the supervising staff member at all times.*** The only exception is when privacy is an issue such as use of toilets, showers, etc.
- Supervising staff members will be adequately aware of what campers are doing and will be so positioned that they can immediately respond to any emergency or possible danger.
- It is our responsibility to protect the children and youth who are placed in our care. It is important that staff follow the supervision policy for the protection of the children, the camp, and for the individual staff member.
- Supervision will be much more effectively carried out when enforced delicately but conclusively, by letting campers know that we care about them and we are doing this for their own safety, etc.
- Remember, staff should be within sight or sound of campers or camper groups. This is particularly important during transition times, such as after lunch and between activity sessions.

Transfer of Camper Supervision

1. House Parents are responsible for camper supervision from In-Cabin time until Breakfast. Sight and Sound staff will be out for activities sign-up
2. All Staff are responsible for supervision during meals and morning worship
3. House parents are responsible for camper supervision during Cabin Cleanup
4. Program Staff are responsible for camper supervision during program
5. Sight and Sound staff are responsible for camper supervision during Circle Groups and Camp Store
6. During activities, each activity leader is responsible for those campers signed up for that activity. Check the sign up sheets at beginning, during and end of activity.
7. House Parents are responsible for camper supervision during Free Time in Cabins (5-6pm).
8. All Staff are responsible for supervision during all camp activities, campfires, etc.
9. During late night activities (for older youth), one houseparent must remain back at the house to supervise those campers who choose not to participate in the activity. One houseparent should be at the late night activity. All youth must at least attend the first 30 minutes of the activity before returning to the house. Youth Advisors and other designated staff are also responsible for supervision in late night activities.

Staff Member Orientation

Staff orientation takes place in several ways:

- The Sophia Fahs Staff Orientation and Resource Guide (this manual) includes written guidelines for all required health department policies for a children's camp.
- The Curriculum contains materials related to the program goals for the camp week.
- Training events are held for all staff members at orientation meetings prior to camp and at camp prior to arrival of campers.
- Training events and orientation meetings will focus on camper behavior, theme materials, care of campers while at camp, planning activities, and camp discipline policies.
- On-site final pre-camp orientation meetings for all staff members take place on Saturday, the day before campers arrive,
- The final pre-camp orientations review safety plans, lost camper plan, weather precautions, procedures for abuse reporting, camp evacuation plan, and provisions for first aid and emergency medical assistance. Housing, program and circle groups, activities and other on-site camp experiences are also discussed. All supervisory rules are reviewed, including procedures for handling camper and staff medical needs.
- Mailings are sent to staff prior to camp.
- Each staff member is required to sign the STAFF MEMBER ORIENTATION verification form. These forms will be obtained prior to the start of camp and will be kept on file with the Director.

Staff Member Hiring Policy

Hiring Procedure for New Staff Members:

1. Staff member requests information
2. Staff member is mailed application packet or accesses from the www.liacUU.org website.
3. The application process includes: Staff Application, including references; Staff Physical Form; and Criminal History Background Check Release Form
4. The Camp Director receives the above-completed information and conducts required reference checks and state sex offender check through Albany. The Camp Director additionally conducts an interview with all new applicants. Based on the interview and reference information, the Director decides whether or not to hire the applicant.
5. Applicants are notified of their status by telephone or mail, and a mailing is sent out including mandatory training dates.

Hiring Procedure for Returning Staff Members:

1. Staff members from past camp years are mailed letters and applications. In addition, application items are available online at the www.liacUU.org website.
2. The same application materials are required as for new staff.
3. Upon return of application materials, the Director conducts reference checks and state sex offender check through Albany.
4. Returning staff members are notified of their status by telephone or mail, and a mailing is sent out including mandatory training dates.

Screening Prospective Staff Members:

1. To comply with New York State Law, Sophia Fahs Camp must check the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry to ascertain if prospective staff members are listed.
2. Sophia Fahs must submit to the Sex Offender Registry, on company letterhead or by telephone, each prospective staff member's full (first and last) name and one of the following: social security number, complete date of birth, or New York State driver's license number.
3. Written documentation that staff members have been screened must be kept on file at camp and available for review during health department inspections.

All prospective staff members must fill in below any one (2) of the following: social security number, complete date of birth, or New York State Driver's License number.

Sample—Do not fill in

Name (Last, First)	Social Security #	Date of Birth	NYS Drivers License

I give Sophia Fahs Camp permission to conduct required reference checks.

Print Staff Member Name

Staff Member Signature

Date

Staff Member Orientation Form

Date	Initial	Item Reviewed
_____	_____	<input type="checkbox"/> Tour of Camp
_____	_____	<input type="checkbox"/> Description of Camp Hazards and Policies for Minimizing Dangers
_____	_____	<input type="checkbox"/> Chain of Command
_____	_____	<input type="checkbox"/> Procedures for Camper Supervision
_____	_____	<input type="checkbox"/> Procedures of Camper Discipline
_____	_____	<input type="checkbox"/> Child Abuse Recognition & Reporting
_____	_____	<input type="checkbox"/> Universal Precautions/Blood Borne Pathogens
_____	_____	<input type="checkbox"/> Provisions for First Aid & Emergency Medical Assistance
_____	_____	<input type="checkbox"/> Procedures for Reporting Camper Injury and Illness
_____	_____	<input type="checkbox"/> Buddy System (Waterfront Plan)
_____	_____	<input type="checkbox"/> Lost Swimmer Plan
_____	_____	<input type="checkbox"/> Lost Camper Plan
_____	_____	<input type="checkbox"/> Lightning Plan
_____	_____	<input type="checkbox"/> Fire Safety and Fire Drills
_____	_____	<input type="checkbox"/> Camp Evacuation Plan
_____	_____	<input type="checkbox"/> Training for Specific Staff Positions and Activities
_____	_____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____

Sample—Do not fill in

I certify that I have received a staff orientation. I understand and will abide by the above listed guidelines.

Print Name

Signature

Staff Member Witness

Date

Camper Policies & Discipline

RESPECT:

- Respect for other persons is a primary guideline for all camp programs and activities. Pushing, fighting, name-calling, roughhousing are not permitted.
- Campers have signed covenants (see below) and agreed to live by the camp rules.
- Leaders are encouraged to discuss disagreements privately with campers or with the group if that seems appropriate.
- Campers are not permitted off the campgrounds.
- Throwing of stones, sticks or other objects is dangerous and not permitted.

CHILD SAFETY:

- Your primary responsibility as a staff member is to care for and nurture campers. At no time is a staff member to be alone with a camper away from the camper group. If you must journey with a camper away from the unit, have another camper accompany you. An alternative to this policy, in case of emergency: two non-partnered staff members may accompany one camper.

DISCIPLINE OF CAMPERS

- *Discipline will be aimed at addressing and correcting unacceptable behavior. Counselors who are unable to quickly, safely and effectively deal with a camper who is misbehaving will utilize the chain of command to address the situation. Forms of acceptable discipline may include: talking to the camper about their behavior, discussion of the expectations the camp has of all campers, asking the camper to express his feelings, mediation of a dispute, and notification of parents/guardians. Discipline that is considered **unacceptable** and that will not be allowed includes but is not limited to corporal punishment, humiliating treatment, frightening methods, punishment associated with food, rest or isolation, and use of foul or abusive language*

CAMPER SUPPORT REFERRAL FORM

- Staff members will use this confidential form when additional assistance and intervention is needed.

COVENANTS

- Campers and staff sign covenants when applying to camp. The content of the covenants is as follows:

Children's Covenant Agreement (Through 6th grade)

During this week, I will:

- **Be Myself:** This means, I will join in the activities. I will try to be as friendly as I can to the others here. I will not bring anything here that might hurt another person or myself.
- **Be There For Others:** I will share and be honest with the others here. I will not pick on anyone or stand by while someone gets picked on. I will try to do something to help that person. I will use words that are respectful to children and adults. I will take turns. I will not hit anyone if I get angry. I will ask the adults here to help me, if I need help for any reason.
- **Take Care of the Environment:** I am an invited guest at Sophia Fahs RE camp. I will clean up my messes and help to clean up messes with the group. I will not destroy property here. I will follow all safety rules. I WILL NOT LEAVE THE CAMP without permission.
- **Be Friendly to All Children Here:** In the outside world there may be people who are not nice to me and may not accept me. I will accept ALL people here. I remember all the good times I have had with my friends. I think of the times I have been alone and a friendly smile and invitation meant so much to me. That is why I will welcome and be friendly to all new people here.
- **Include Everyone:** It is NOT OK to play with or talk to ONLY my special best friends here. I can arrange a play date on the outside for that. This is the time to reach out to all the children here as a group, playing, learning and making memories together.

I agree to follow the ideas written in this Covenant. I will accept the consequences if I do not follow them, which may include having my parent/guardian come and take me home, at any time during this week.

Junior and Senior Youth Covenant (7th grade and older)

1. **We promote inclusive behavior.** Sophia Fahs RE Camp provides an atmosphere where all are to feel safe, accepted and included at all times. Behavior that excludes another takes away from this sense of community.
2. With the goals of safety and community in mind, campers are not to leave the grounds of the camp and rules concerning the shoreline and gazebo must be honored.
3. **We promote respectful behavior.** “No harshing on the mellows”. Sophia Fahs RE Camp is a place where all are encouraged and empowered to express themselves. This requires the mutual responsibility to be respectful towards each other. The space we are in must be respected and cared for; everyone will participate in clean ups of all areas of camp.
4. **We encourage open-mindedness.** Sophia Fahs RE Camp fosters an open community where people who are different as well as similar are made to feel welcome. Campers will try to remain open to growing in unexpected ways through the love and challenges experienced during camp.
5. **Sexualized behavior is not allowed.** Exclusive relationships prevent our community from being inclusive and safe for all. Sexualized intimate behavior is not permitted anywhere or anytime at camp.
6. **Possession or use of drugs, alcohol, or tobacco products is prohibited.** Possessing, pushing, using or being under the influence of drugs, illegal or non-prescribed, alcohol or tobacco products is not permitted at camp. Their use destroys the safe atmosphere and puts all the campers at risk. There is zero tolerance for substance use. All prescribed and over-the-counter medications must be stored with the nurse unless specifically approved by the Camp Director and nurse.
7. **Violence and abuse are unacceptable.** No forms of violence (physical, verbal, sexual or other manifestation) will be tolerated. Weapons are not permitted and possession will be viewed as intending or ignoring the possibility of a violent outcome. No one can vouch for how others will behave if they were to mistakenly come into possession of a weapon. Any of these objects will be confiscated immediately.

I have read and understand this code of behavior, and I agree to abide by these rules and guidelines for my behavior. I also understand that failure to meet these standards will result in discipline or removal from Sophia Fahs RE Camp. The Camp Council or representative will use professional judgment in setting the level of discipline or amount of praise for any situation.

Code Of Ethics For Adults And Older Youth In Leadership Roles (Staff Members)

- Adults and older youth in leadership roles are stewards playing a key role in fostering the spiritual development of the community. It is, therefore, important that they be qualified to provide children and youth with the nurture, care and support for a positive sense of self and a spirit of independence and responsibility.
- The relationship between young people and their leaders must be one of mutual respect for a positive potential to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore leaders will refrain from engaging in sexual, seductive or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional, or physical abuse.
- Leaders shall be informed of the Code of Ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.
- I have read and understand the above statements of position, expectations and actions.
- The Unitarian Universalist Association adopted this Code of Ethics in 1986.
- In addition, the Camp Advisory Committee expects all staff to refrain from drinking alcoholic beverages, smoking cigarettes or using any illegal substances on campgrounds. We demand this behavior of our youth and we are asking our staff to model this commitment. We thank you in advance for your cooperation and look forward to creating a very special experience together at camp.

Camper Orientation

Camper orientation takes place both formally and informally. New campers and their families are greeted prior to registration at camp and are escorted on a tour of the camp facilities. Two formal all-camper orientation experiences are held on the first day of camp.

1. The first part of all-camper orientation will occur on Sunday evening, directly after dinner.
 - The Camp leadership team will lead this section by introducing staff leadership and describing roles of various staff members.
 - The week's health professional will discuss his or her tasks at camp and encourage campers to care for themselves in a safe manner, keep clean, wear shoes at all times, and report all accidents or illnesses to the group leader who will determine whether a visit to the nurse is appropriate.
 - Campers will be encouraged to respect each other and leaders, will be reminded of their commitment to participate fully in all activities. They will be instructed on whom to follow in the event of emergencies and specific areas of the camp that are off-limits to campers.
 - Campers will be informed that they may discuss any concerns with the Camp Director, the Camp Advisory Committee, the camp health professional, or the Minister.

2. The second part of all-camper orientation will take place in the camper housing group that same evening, is led by the Housing Staff and will include:
 - Ice breaker opening exercise
 - *Daily Schedule Review* – wake up time, activities sign-up, cruiser list, meal times, morning worship, cabin clean-up, program group, circle groups, afternoon activities, camp store, evening activities, campfire, in-cabin and lights out times.
 - *Cruiser list* -- posting and review
 - *Daily Cleanup Responsibilities*—explanation of and posting of sign-up chart.
 - *Chain of command*
 - Dining hall procedures
 - Swim test and buddy system (additional training will be provided by qualified waterfront staff)
 - *Hazards of certain areas* (waterfront, rocks, wooded areas, etc.) Campers will be instructed to notify their leaders if they encounter a hazard on the campgrounds or within a building. Campers will be reminded that glacial boulders are off limits.
 - *Fire Safety*--Fire exits will be shown, along with procedures to follow in the event of a fire alarm.
 - *Lost Camper Plan* and *Weather Hazard* precautions
 - *Health Care Guidelines* including:
 - Prevention of insect or wild animal bites, particularly deer ticks, proper clothing, personal inspection and cleanliness
 - Ensuring that campers know what to do if they are not feeling well or become injured
 - Instructions to avoid tall grass and stay out of bushy areas
 - Location of first aid kit
 - *Behavior* in the living quarters and on the campgrounds, including:
 - Buddy System for campgrounds and at the waterfront.
 - Developing a community covenant and posting it on the wall, including:
 - How their group will interact with each other and other campers
 - Appropriate physical contact between campers
 - Assurance that their safety and feelings are of primary importance

Housing Staff will complete the Camper Orientation Form and return it to the Camp Director on the following day.

***Sophia Fahs Religious Education Camp
Camper Orientation Form***

House Parents: Return to Camp Director By Monday Breakfast

Sample—Do not fill in You will receive a separate form

Camp Group _____ Camp Dates: _____

Building Name: _____ # of Males _____ # of Females _____

The following items are to be discussed or carried out as part of camper orientation:

- | | |
|--|----------------------------------|
| ____ Tour of Camp (new campers) | ____ Cruiser Responsibilities |
| ____ Medical Procedures | ____ Dining Hall Procedures |
| ____ Appropriate Behavior of Campers
and Staff (Covenant) | ____ Swim Test and Buddy System |
| ____ Whom to speak with about concerns | ____ Description of Camp Hazards |
| ____ Fire Safety and Fire Drills | ____ Chain of Command |
| ____ Rock Climbing Policy | ____ Lost Camper Plan |
| ____ Daily Schedule Review | ____ Lightning Plan |

I certify that the campers in this group (list of names available in the camp office) have been instructed in each of the above camp procedures.

Print Housing Staff Member Name

Signature

Date Signed

HOUSE PARENTS: Return To Camp Director by Monday Breakfast

Dining Hall Procedures

- A Cruiser Bell is rung 10 minutes before each meal to signal when Cruisers are to report to the Dining Hall.
- The meal bell is rung to signal when campers and staff members may enter the Dining Hall for each meal.
- During meals the camp nurse is stationed at a designated table. Campers who take medications during mealtimes are responsible to go to the nurse to receive them.
- Tables are not pre-assigned - campers may sit where they choose. Each table has eight chairs – two of which must be for the Cruiser and a Staff Member.
- CRUISERS are pre-assigned to work specific meals. Each house will post a list.

UPON ENTERING THE DINING HALL

- Campers and staff pick up a tray and proceed to one of 3 areas where they can choose hot foods, beverages and salad and then find a table at which to sit.
- Campers may return to the food areas to get additional helpings of food but they may not wander about the dining area or visit other tables. They are expected to remain at their table.

CRUISER RESPONSIBILITIES

- Cruisers report to the Dining Room when the Cruiser Bell is rung
- One Cruiser per table
- Set-up of table—unstack chairs if needed
- Clear the table at end of meal—bring dishes and other items to designated area, placing dishes at the dishwasher counter and silverware in designated containers. A sponge (wrung out well) can be picked up on the return trip to clean the table thoroughly.
- Make sure the area under and around the table is cleaned up after the meal..

STAFF MEMBER RESPONSIBILITIES

- One staff member per table. After every table has a staff member, a second staff member may join a table if a seat is available. Staff members should make an effort to sit with different groups during the week.
- When everyone at the table has finished eating, the staff person signals the Cruiser to clear the table and assures that table is clean.
- Table dismissal is done by designated staff at the microphone in the front of the room. Staff members assure that all chairs are stacked before leaving.
- One designated staff member at each meal has the following responsibilities:
 1. Assure adequate staffing at tables
 2. Assure that all cruisers have arrived
 3. Check with the nurse halfway through the meal and locate campers who have not arrived for their medication

Medical Plan

- The Camp Director acts as the Camp Health Director in consultation with the designated physician and the resident health professional on duty. The resident health care professional has authority and responsibility to implement the Camp Medical Plan on a daily basis. The consulting physician reviews the medical plan and issues updated 'Standing Orders' for the camp Health Center annually.
- The Camp Health Center and staff are equipped to treat minor illnesses and injuries. The resident health care staff will consult the physician on call should any question arise about diagnosis or treatment. Other camp staff members with first aid or emergency treatment qualifications are authorized to provide care until the in-charge health professional arrives at the scene. Staff members have the right to seek a physician's treatment at any time.
- The Health Center staff will notify camper parents if any injury or accident requires treatment by a physician, or if an illness continues more than one day.
- Prior to arrival at camp, resident health professionals are provided a copy of the Camp Medical Plan and a summary of daily medical procedures. The book 'Creating a Healthy Camp Community' is kept in the Health Center. The Health Center is staffed throughout the camp week 24 hours with a resident health professional. The Center contains restrooms, treatment room, convalescent area, isolation room and hot and cold water. Medical staff quarters are on a separate floor. If the resident health professional is not in the infirmary, check the board by the health center entrance to determine his/her location.

COMMUNITY MEDICAL RESOURCES

- Shelter Island has locator 911-phone system and has immediately available police and Red Cross Ambulance service. Physicians are available by telephone 24 hours.
- Area clergy and psychologists are aware of the camp operation and are available for crisis intervention or counseling needs. Hotline numbers for crisis needs, including poison control, are posted on the Health Center board.

WEEKLY and DAILY HEALTH CARE

- **AT CAMP REGISTRATION** - Incoming campers are checked at registration by the resident health staff. Health forms are reviewed and campers and parents questioned about special concerns. All camper medications are given to the medical staff.
- **CAMPER MEDICAL CONCERNS** - A confidential list of campers with medical needs is given to Advisory Committee members and distributed to specific staff on a need-to-know basis.
- **CAMPER HEALTH FORMS** with immunization records and 'permission to treat' signatures are kept on file at the Health Center. Permission includes over-the-counter medications. All staff members are required to submit a completed health form, which will be kept on file at the Health Center.
- **MEDICATIONS** are labeled and stored in the Health Center in a locked cabinet accessible only to the health staff. Campers with severe asthmatic conditions are permitted to retain inhalers. Stock supplies of over-the-counter medications are maintained at the Health Center. They may be dispensed only with permission of a health care professional, as documented on the camper medical form. FIRST AID kits for first-response care are kept at the waterfront and in camper and staff living quarters.
- **ADMINISTRATION OF MEDICATIONS** - The health staff brings medications to the dining hall for dispensing at meals. Campers take medications in view of the resident health professional. The resident health professional may bring nighttime medications to the camper's cabin. At other times campers report to the Health Center for medications. A daily record is kept of medications dispensed. House parents are notified which campers need to see the nurse for evening or early morning medications.

MEDICAL PROCEDURES

A bound medical log is maintained at the Health Center. Anyone treating a camper or staff member records the name, date, time and action taken. Records are maintained indefinitely at the campsite or at the New York Conference office in White Plains, NY. The health staff has posted regulations requiring reportable problems of communicable diseases or infections with current Health Department contact persons and telephone numbers.

In the event of an accident or illness, staff members are required to notify the Health Center staff, who will determine the nature of the case. The health staff will follow the Standing Orders in treatment. The health director, in consultation with the Camp Director, has final authority to determine whether or not the physician or emergency care is to be contacted. The health staff and designated drivers are authorized to directly transport campers/staff to the medical center or hospital if that is necessary.

A camper must be fever free (below 100.5) for 24 hours prior to arrival at camp.

If an emergency occurs at the waterfront, the waterfront staff will take first response procedures, while the health staff is summoned. The Waterfront Director may initiate a 911 call if immediate action is required in his/her judgment.

Food service staff is instructed in first response care (burns, cuts, scalds, etc.) until the health staff is involved in continuing care. The Food Service Manager may also initiate a 911 call if the nature of the injury requires immediate response (explosion, fire, arterial cut).

In the event of an accident, the health center staff will complete an Accident Report Form, which will be given to the camp office. A copy of the camper/staff medical form will be attached to the accident report form.

Any camper or staff member suspected of having a communicable disease shall be suitably isolated.

All of the following shall be reported within 24 hours to the permit-issuing official:

- Campers and staff injuries or illnesses that result in death or that require resuscitation, admission to a hospital or the administration of epinephrine
- Camper and staff exposures to animals potentially infected with rabies
- Camper injuries to the eye, head, neck or spine that require referral to a hospital or other facility for medical treatment
- Camper injuries where the victim sustains second or third degree burns to 5% or more of the body
- Camper injuries that involve bone fractures or dislocations
- Camper lacerations requiring sutures
- Camper physical or sexual abuse allegations
- All camper and staff illnesses suspected of being water-, food- and/or air-borne, or spread by contact.

Visits to local physicians or hospitals will be recorded in the medical log AND on a separate Visit Form. These forms will be attached to the camper/staff medical form in order to maintain a record of medical care. Persons shall report to the Health Center upon return from a physician or hospital visit in order to inform the health staff of continuing care needed. Any prescriptions obtained by campers/staff will also be recorded on the Visit Form and kept in the Health Center.

A list of all staff members trained in CPR and First Aid will be kept at the Health Center and at the Camp Office.

SPECIAL MEDICAL CONCERNS

STAFF TRAINING – First Aid certified staff will instruct all other staff in procedures to be followed in an emergency, including: choking, seizures, insect stings, animal bites, bedwetting, homesickness, burns, falls, as well as universal precautions to be followed during injuries or accidents.

- **ABUSE** – The camp health staff will interview campers who may indicate symptoms of abuse or report abuse to the staff members. The health staff in consultation with the Camp Director determines appropriate action. (See the section on 'Child Protection' for procedures to be followed.)
- **BEDWETTING** or 'soiling' - It is not unusual for campers to undergo this problem while away from home. The role of the staff is to avoid embarrassment of the camper. Deal with soiled clothing and bed linens sensitively. Use plastic gloves while handling these items. Items can be taken to the Health Center for laundering.

- **DEER TICKS** - Lyme Disease - All staff members are instructed in preventive procedures regarding tick bites. Daily self-inspection while showering is recommended to campers and staff. Use of insect repellent is permitted where campers may be involved in an activity in a wooded area. All ticks should be removed by the resident health professional. If a tick is removed from a child a note is given to the parent at the close of camp. A separate page in the camp medical log records all deer tick removals. Posters describing Lyme Disease are prominently displayed.
- **FIRST AID ON OFF-CAMP TRIPS** - There are no off-camp trips planned.
- **HOMESICKNESS** - Many campers miss parents, friends, home or pets and become despondent and tearful. Involving children in activities helps until the homesickness is over. Consult the health staff as well as the Spirit Committee for help early in the week.
- **HYPERACTIVITY** - Many youngsters can be overactive at times. A hyperactive child may be impulsive, inattentive or seldom sticks to one thing very long. The counselor's role is to protect the child and the group from his/her over-activity, and try to help the child to participate in the normal activities of the day. Some children may be on medication for this condition, and some may be taken off the medication for the summer. Consult the health staff if you have questions about any medication's effects.
- **MEASLES** – All staff members must have an up-to- date measles vaccination. In the event of a physician-diagnosed case of measles at the camp, the records of all persons present at camp will be reviewed and persons susceptible to the disease will be identified. Contact will be made with those persons' physicians to determine what preventive action should be taken.
- **MENSTRUATION** Some girls may menstruate while at camp and may not be prepared for this. Sanitary supplies are kept at the Health Center. Consider the possibility that a female may be menstruating for the first time (especially if she is under the age of 15) and may be frightened or embarrassed. Speak with her privately and with sensitivity.
- **SEXUAL BEHAVIOR** - Older campers may see camp as an opportunity to act out sexual behavior, as they are in close contact with peers in a more open setting than at home. The group's behavior guidelines should include respect for privacy while in one's room, and respect for another person's rights. If behavior becomes too overt the camper(s) should be taken aside and spoken with privately.
- **SLEEPING PROBLEMS** - Away from home everyone has some sleeping difficulties. Some campers are sleepwalkers or have nightmares. Be prepared for these concerns, especially early in the week.

OUTBREAKS

The spread of gastrointestinal, respiratory and other ailments can create a difficult experience for staff and campers. Possible outbreaks may include food, water or person-to-person transmitted illnesses. The following information is provided to help identify an illness outbreak and limit its impact. The health director will check the medical log entries daily for common ailments and/or increased frequency of cases of illness with similar symptoms, and if noted, will contact the local health department within 24 hours. Parents will be notified of illness outbreaks.

Potential Interventions:

- Exclude ill persons from duties and/or activities until permission is granted to resume
- Physically separate ill from well; designate housing areas for large numbers of persons who are ill
- Limit entry/exit from camp; postpone or restrict activities involving visitors
- Hand washing must occur frequently—after activities, using the bathroom and before eating—and is particularly important during outbreaks. Monitor campers and assure there is ample soap and disposable paper towels.
- “Sick” areas require increased housekeeping emphasis. Staff members should wear gloves, practice thorough hand washing and follow other precautions as directed.

INFECTIOUS DISEASE CONTROL AT CAMP

Infectious diseases may be transmitted by personal body fluids, especially blood, and by other normal body wastes. Contact with infectious body fluids could transmit: non-A non-B Hepatitis, Hepatitis B (HBV) and delta hepatitis, syphilis, malaria and the human immunodeficiency virus (HIV). The two most significant are HBV and HIV. Of less severity but easily spread are infectious mononucleosis and food borne infections.

- Hepatitis means inflammation of the liver. Symptoms of HBV are: flu-like symptoms that can lead to cirrhosis of the liver.
- HIV attacks the body's immune system, causing the disease AIDS. Early diagnosis of HIV results from blood testing. HIV infected persons may not have any symptoms until AIDS develops. HIV is transmitted primarily through sexual contact, but may also be transmitted through contact with blood and some body fluids. Touching, feeding or working around patients who carry the disease does not transmit HIV.
- Infectious mononucleosis is a viral infection with flu-like symptoms that may be followed by swollen glands in the neck and elsewhere. Young adults seem most susceptible. Its actual origin is uncertain. A blood test will determine if a person has the disease. Rest and plenty of fluids will lead to recovery.
- Food-borne infections (salmonella, clostridium etc.) are caused by undercooked foods or by contamination from unclean hands or surfaces used in food preparation. These infections cause severe stomach cramps, diarrhea, and could cause death in youngsters. Medications can reduce the symptoms. Sometimes hydration therapy is required.
- Eye and scalp infections may be found at camp, wherever there are large populations of children. Conjunctivitis, dermatitis, head-lice and other skin-contact infections must be guarded against by following cleanliness procedures.

MEANS OF TRANSMISSION

- Blood borne pathogens may enter your body and infect you through accidental puncture wounds with contaminated objects such as: needles, tweezers, and broken glass. Other methods include contact with open cuts, or touching infected fluids and then making contact with eyes, mouth, nose or open skin, or direct sexual contact of any kind with an infected partner.

WORK AREA CONTROLS

The following specific procedures must be followed at camp to reduce exposure to blood borne pathogens or infectious materials.

1. Avoid direct contact with body fluids of any kind by using disposable gloves. Gloves are available in the Health Center and in first aid kits in living quarters. Gloves should be worn for:
 - a. Touching blood and body fluids, mucous membranes, or broken skin.
 - b. Handling of items or surfaces soiled with blood or body fluids.
 - c. Gloves must be used for one patient and then discarded.
 - d. Gloves are removed by turning them inside out!
2. Hand washing is the primary defense against infections. Wash hands:
 - a. Before beginning work
 - b. Before and after touching any wounds or abrasions, including bloody noses
 - c. After using the restroom
 - d. After disposing of gloves used to clean wounds.
3. Clothing or towels soaked with blood or body fluids should be rinsed and placed in sealed plastic bags. USE GLOVES to handle. The health staff will provide washing instructions. These materials should be washed separately and include bleach in the wash cycle.
4. If a surface area is contaminated with blood or fluids it should be disinfected with bleach or other agent. A dry sanitary absorbing agent can be applied to the area then placed into a plastic bag. Dustpans and mops used to remove soiled materials should be disposed of or disinfected. Dirty water should be disposed of in slop sinks or flushed. Do not use hand-washing sinks for disposal of water.
5. Children with visible eye or scalp infections should immediately be taken to the Health Center. The health staff will determine whether they need to be removed from the group and when they may return to the program.

Automatic External Defibrillator (A.E.D.) and Collaborative Agreement to Provide Service

Public Access Defibrillators are now very common in most public places in order to insure early response to cardiac arrest. Quinipet will maintain a program to allow the use of a Public Access Defibrillator (P.A.D.) through trained personnel on-site. The use of the defibrillator will be ONLY by those with approved training course and will be stored in the infirmary located in the new facility on the property on the bottom floor of the **Klein Welcome Center**. All necessary information, a one-way pocket mask, quick reference cards, a razor, extra battery, gloves, towel, quality improvement report (must be sent to address on form within 5 days) child and adult pads will all be stored with-in the cabinet in the infirmary.

*The A.E.D. may be used only by trained operators who are typically EMTs or ARC Trained Users

*The A.E.D. will not be removed for any reason other than service and official use

Standards for use and to identify the need for defibrillation:

1. Contact the Nurse or Medical Staff on duty by radioing through supervisory staff or going to the infirmary to get the nurse or medical staff. The medical personnel on duty will either be trained or know where the nearest trained personnel is on the property. EMS (911) must be called before medical staff leaves the infirmary on the way to the site of the incident. *There are phones located in the Main Office, Infirmary, and Kitchen Office.*
2. Only medical staff on-duty will remove the unit and bring the unit to the site of the incident and perform service or will have instructed the trained personal to meet at the site of the incident.
3. Both the trained AED personnel and the medical staff person will remain at the site of the incident to perform CPR, First Aid and defibrillation as needed/necessary determined by their training. Critical information will be gathered at that point for transfer of victim to EMS. Items such as:
 - Age and Sex of Patient
 - Time of Cardiac Arrest
 - Time before CPR and AED was administered
 - Number of Shocks delivered by portable unit.
4. EMS will be brought to the site of the incident on the property, as they would be with any other accident or injury case. Staff members will meet the ambulance at the entrance to the property in order to avoid wasted time in locating the site of the accident on the property. The staff meeting the ambulance will also be responsible for gathering health form and information on the patient from the infirmary.
5. Director will be notified as soon as possible to insure quality and proper execution of the incident and informing the parent or legal guardian/medical contact for the patient/victim.
6. The AED Unit will be returned to the set location and proper service will be provided including battery replacement and response kit replenishment.
7. Quality Improvement Report will be completed and sent to address on the form within five business days by the Camp Director.
8. A copy of this page will remain posted near the storage cabinet for the AED Unit.

Child Protection Procedures

Safety of campers and staff is the primary concern. Protection of children against abuse - verbal, physical, emotional - is the responsibility of all staff members, whether employees or volunteers. Every child should feel comfortable and not threatened while at camp.

1. At the **CAMPER ORIENTATION**, the following is reviewed:
 - a. Reassure campers you are concerned with their total safety: physical and emotional.
 - b. Review proper physical contact behavior. Children will be aware of the proper behavior from parent or school instruction. Assure them the same policies apply at camp.
 - c. Respect for other persons includes no name-calling, cursing, shoving or hitting. Role-playing of acceptable or improper behavior could be demonstrated.
 - d. Assure campers that they should come to their program leader, house parent, Advisory Committee member or Camp Director if they feel uncomfortable about the way they are being treated.
2. For the protection of the children and leaders observe the following:
 - a. No camper is to be alone with a counselor apart from the total group. If a trip to the Health Center or elsewhere requires a counselor's presence, take two additional campers (preferred) or another adult (2nd choice).
 - b. A counselor should not be showering if campers are showering. Set aside a separate time for adult bathing.
3. In the event a child reports some form of abuse, leaders will discuss the incident with the Camp Director. **REMEMBER**, the Camp Director and Resident Health Professional are mandated reporters. They must decide how to handle the incident. Do **NOT** take this responsibility yourself. The Camp Director and health professional will direct the proper action to be taken.
4. If the incident is determined to be reportable:
 - a. The Camp Director or Health Professional will contact the appropriate N.Y. State Board of Health Office and will follow the procedure determined by the State Health Department officials.
 - b. The parent/guardian of the child involved will be immediately notified as soon as the Health Department has been contacted.
 - c. If the incident is a physical/sexual abuse situation the following action will be taken in addition to the above directives:
 - Medical treatment will be provided as required either on-site or at the appropriate medical facility.
 - An incident report will be completed by the health professional and the Camp Director.
 - The alleged perpetrator of the incident shall be immediately separated from the camper group, and if the person is a staff member, will be brought to the Director's office until further action is determined.
 - d. The insurance agent must be informed at once.
 - e. The chair of the Conference Board of Trustees and the chair of the Camps Governing Board shall be notified.
5. The appropriate Health Department must be contacted within 24 hours. Note the telephone numbers, time of call and person to whom the report was given. The Board of Health may determine that the incident must be reported to the Police Department. The child's parents must be notified if this action is being taken. A parent should be on hand if the police department plans to investigate the incident and wishes to interview the child/children involved.
6. **ABUSE AT HOME** - If a camper reveals to a leader that he/she is being subject to abuse at home, that situation should be discussed with the on-site health professional. After that person has discussed the situation with the camper, a determination will be made as to further action.
7. The Camp Director and Resident Health Professional are available to staff at any time to discuss concerns about any interaction between campers or between campers and staff.

General Disaster And Evacuation Plan

If camp evacuation is necessary due to weather, safety or a public health crisis, the siren will sound directing all campers and staff members to the dining hall immediately.

- The Quinipet Staff crisis team will meet the Camp Director in the dining hall as camp is assembling.
- Campers and staff members will sit at tables according to their housing groups and assure all are accounted for and the Camp Director will assure all staff members are present.
- After that time, announcements will be made and further instructions will be given.
- If needed, the Camp Director will make arrangements for shelter at Shelter Island School District or another designated shelter site identified by the authorities.
- The camp office will remain in communication with local public health officials as related to the emergency.
- Depending on the evacuation window, the Camp Director, in consultation with crisis team members, will determine if there is enough time to retrieve only essential personal belongings of toiletries and bedding.

Staff members will assume the following responsibilities:

- Nurse will coordinate packing of camper and staff health files, log, first aid supplies, crash kit and medication in a locked box.
- Food service staff will gather non-perishable food supplies and bottled water.
- Board members will assist staff members to move packed supplies, clear activity areas, and/or secure camp supplies.
- Quinipet Facilities Manager will be responsible to secure the grounds and assist with repairs related to the safe condition and transport of campers and staff.
- Camp Director will be responsible to coordinate contacting parents to inform them of the situation and evacuation plan.
- The Camp Administrator will coordinate packing of camper and staff files and essential office documents.
- Housing staff members will stay with their camper housing groups. If groups are small they can combine with other groups of similar age, maintaining the usual staff to camper ratios.
- Program leaders, support staff and all other staff members will help with campers as directed by the Camp Director or Advisory Committee.

Emergency Communications

During any type of emergency, communication is essential. To facilitate communication between staff members, radios and cell phones will be used. Key staff members, the infirmary and the camp office will have radios. The Camp Director and Advisory Committee will have cell phones on at all times. In addition, the following persons will have radios on their person at all times: Sophia Fahs Camp Director, Quinipet Camp Director, Health Director (nurse), Waterfront Director and Facilities Manager.

- Always err on the side of caution in reporting possible emergency situations.
- **Remember to remain calm and do not alarm campers.**
- If an emergency arises, contact the Camp Director via radio or cell phone.
 - Confirm your location, need of immediate assistance and nature of situation.
 - If possible, use a private line to discuss the emergency.
 - If for any reason a radio or cell phone are not available or working, report to the camp office or infirmary, whichever is closer.

- **Medical emergencies:**

- Contact the nurse and seek assistance from the nearest medically trained staff member.
- There should be a first aid kit in every housing and activity area.
- Remember that there are EMTs, RTE, First Aid and CPR certified persons on staff.
- Upon contact, the Camp Director will determine if the situation merits an assembly of the crisis team.
- If outside resources (such as police or fire departments) must be contacted, the office or health staff will call 911 and report the situation.
- If assembled, the crisis team will delegate specific staff to manage the emergency.
- For continuity and organization there will be staffing at both the camp office and infirmary while emergencies are responded to.

Parental Contact:

The following emergency situations, among others, may result in parental contact:

- Individual camper accident, illness or injury
- Individual camper incident—behavioral or emotional
- Natural disaster, fire, loss of water or utility failure
- Severe homesickness
- Missing camper
- Infectious illness at camp

In the event of an emergency involving parental contact, the Camp Director, Camp Administrator or Advisory Committee Member will make the initial contact. If the situation is medical, the nurse will then speak to the parents. In cases of severe homesickness, staff members will apprise the Youth and Spirit Committee Coordinator of the situation so that parents can be prepared prior to a camper's calling home.

Media

- If the media arrives in response to an emergency, the camp office and Camp Director must be immediately notified.
- As Quinipet Camp is private property, the media are not permitted to walk or drive through the grounds.
- It is especially important that all information come from one source, coordinated by the Camp Director.
- Under no circumstances should staff members or campers meet with the media or respond to inquiries. Even harmless comments can be taken out of context and create more confusion.
- If a staff member or camper is cornered, the best response is, "I have no comment" or "You need to go to the camp office for more information"—just be a broken record in repeating the statement.
- If possible, a staff member should remain with the media representative until the Camp Director arrives on the scene.

Campers should be taken to a safe place, away from cameras and reporters. Above all, do not panic, and follow orders of Sophia Fahs Camp Director and Quinipet Camp Director.

Prepare for immediate action. The safety of the campers is the first priority.

Camper Safety Plan – Risk Management

Risk management is the term used for acting preventively to keep everyone healthy and safe during the camp stay. All staff members are responsible to keep camp safe and free of hazards.

WHAT ARE THE GREATEST RISKS WHILE CAMPERS ARE PRESENT?

- Falls
- Accidents with tools or equipment
- Electrical shock
- Weather-related injuries – lightning, falling branches, etc.
- Fire (see the fire safety plan)
- Water-related accidents
- Emotional upsets causing a camper to run away

FALLS

- Falls may occur from running (especially at night), climbing rocks or playground equipment, porch railings, or playing on housing stairways. Caution campers to walk, rather than run, from place to place, especially on stairs. Rock climbing in general is limited to small boulders. As of March 2006 Quinipet Camp and Conference Center no longer permits climbing the glacial boulders.

ELECTRICAL SHOCK

- All bathroom and kitchen outlets have ground-fault interrupt receptacles. However, campers should be cautioned about using hair dryers in bathrooms while barefoot. Report any fallen wires to the maintenance staff immediately.

TOOLS OR POWER EQUIPMENT

- Campers and Sophia Fahs staff members are not permitted to use power tools.

SPORTS INJURIES

Games and sports are a natural part of camping. Injuries on playing fields can be minimized if campers:

1. Are well rested prior to a game
2. Do not become dehydrated – drink lots of fluids
3. Are properly instructed in the use of equipment and rules of good conduct. Very active, random running games should not be played at night.
4. Are wearing proper footwear

Vehicle Safety Procedures

- There are no camp vans or trucks used by Sophia Fahs Camp staff members. All vehicles are privately owned.
- Drivers of these vehicles must be over 17 years old with a current valid driver's license.
- Drive very slowly on the campgrounds.
- All persons must wear seat belts.
- The number of people in a vehicle must not exceed the manufacturer's capacity limit. Keys are never to be left in vehicles.
- Under no circumstances will staff transport a camper in his or her vehicle, except in a medical emergency, when other transportation is not available, as authorized by the Camp Director or Advisory Committee, Quinipet Director or Health Director Professional or Nurse.
- Emergency Transportation: In an emergency requiring immediate evacuation and if authorized by the Camp Director, staff members' vehicles may be used to transport campers to the evacuation site.
- Campers who drive to camp will park their vehicles at Asbury and immediately give their car keys to an Advisory Committee member. Campers are not permitted to drive their cars during the camp week. Keys will be returned at the conclusion of the camp week.

Visitors And Intruders

The safety and security of campers and staff members are a top priority at camp. All are provided with nametags and participate in icebreaker exercises to become familiar with everyone in the camp community.

If at anytime someone not known to be part of camp is seen on or nearby the camp facility, staff members are to inform the Camp Director immediately. Key camp personnel are accessible by radio or cell phone.

Sophia Fahs Camp operates as a closed campus where campers remain onsite at all times. Anyone leaving camp must confirm clearance from the camp office, sign out when leaving and sign back in upon return. This closed campus policy also applies to visitors.

Prior approval from the Camp Director is required for all visitors. Approved visitors must see the Camp Director or designated staff member upon arrival. **AT NO TIME ARE VISITORS PERMITTED TO WALK THE GROUNDS WITHOUT A STAFF ESCORT. Visitors under age 25 are only allowed if parent or guardian is a current staff member or if approved by Camp Director. Visitors under age 25 should not be participating in activities in which campers are present.**

Individuals unknown to Sophia Fahs Camp or Camp Quinipet are considered intruders. Upon witnessing a stranger or intruder follow the procedures below:

1. Notify camp office or Camp Director immediately in person or by radio or cell phone.
2. In general do not approach persons or vehicles alone. Assess the situation and if there appears to be no cause for alarm, wait for another staff member and politely ask if you can help them. If they have official business with the camp, accompany them to the camp office.
3. If they are in a vehicle, note the make, model, license plate, and number of persons in the vehicle.
4. If at any time you think that the situation is unsafe, move immediately away from the persons and go to the nearest operational building.
5. Always reinforce with campers that AT NO TIME should they approach, accompany or speak to an unidentified person. If they see anyone they do not know, they should immediately share this information with the nearest staff member.

Fire Safety Plan

FIRE SAFETY PROCEDURES

1. In the event of a fire, a staff member will ring the camp bell continuously.
2. Staff members will assemble their camper groups in the areas designated in the Fire Drill Procedures and follow the instructions for counting and maintaining supervision of campers until further instructions are received from the camp administration.
3. All groups at the Waterfront will leave the swimming area and assemble in the open field below the barn. In addition to Sophia Fahs staff, the Quinipet Waterfront Director will be in charge of groups at that site.
4. Groups involved in activities at Wesley Hall will assemble across the road in the open field space to await instructions.
5. If it is determined that the camp must be evacuated, all groups will proceed under the direction of the Advisory Committee or the Camp Director to the Waterfront field, from where transportation off-camp will be arranged. Evacuation or disaster procedures will be followed.
6. Any fire in the camp area should be treated as a potential danger to campers. The priority for staff members is:
 - a. Evacuation of campers from any fire threatened area
 - b. Notification of the camp administration
 - c. Maintaining control of camper groups
 - d. Fire-fighting
7. The Camp Director will notify parents and the local health department if a fire occurs or evacuation is necessary.

FIRE PREVENTION

- The Quinipet Facilities Manager is responsible for removal of flammable debris from around and under camp buildings. All flammable liquids (fuels and paints) will be stored in non-camper buildings in approved containers and in metal cabinets.
 - All buildings contain fire extinguishers of the ABC type (BC type in kitchens). Extinguishers are commercially inspected annually. There is a water and chemical suppression system at the ranges in the main dining hall and Willard Lodge.
 - Quinipet Staff members are aware of the location of garden hoses, which may be used with existing water systems. There is no transportable water system or fire fighting equipment on the site.
 - Electrical Safety: The Quinipet Facilities Manager is responsible to check all electric lines, junction boxes, plugs and internal wiring on a regular basis (this includes the inspection of electrical boxes, light switches and ground fault outlets); concerns on main lines are reported to LIPA or VERIZON. Quinipet Staff members are instructed in electrical safety procedures during staff training.
 - Campfire Rules:
 1. Campfires may occur only under direct supervision of staff member
 2. Campfires must be located in a designated area at least 25 feet from any housing unit.
 3. Campfires should not use liquid starter or burn toxic materials (Styrofoam, pressure-treated lumber, rubber, plastics, etc.)
 4. A large container of water must be present at all campfires.
5. Campfires should not be held when winds or gusts exceed 25 mph.

EXIT MAINTENANCE

- No dead bolts are used on any housing units. All housing units have either lighted exit signs (two-story buildings) or large red painted signs on all exit doors. Staff members are instructed in the importance of maintaining clear passage to exits in sleeping areas.

FIRE ALARM SYSTEMS

- Camper buildings that are two stories (Asbury and Jesse Lee) have automated fire alarm systems. These ring directly to a central monitoring station that contacts the camp and the Shelter Island Fire Department.

- All buildings with sleeping quarters, or where campers assemble, have smoke detectors. Heat detectors are located in kitchen and furnace areas. Staff members should report any malfunctioning detector to the Facilities Manager. Exiting diagrams are posted in each living unit.

FIRE DRILLS

- A fire drill will be held within the first 48 hours of camp. On the first day of camp, staff members will review with campers the locations of fire exits and the procedures for fire drills. Campers are to be informed that a practice drill will be held.
- Fire Drill Procedures:
 - The camp bell at the Dining Hall will be continuously rung to signal the drill and an air horn will be blown along the road by each building.
 - Staff members will make certain that all campers and staff are accounted for and will notify the Camp Advisory Committee if any are missing. The Camp Director will make certain that all campers and staff are accounted for and will be notified if anyone is missing. The drill will end when the bell is rung for a second time.
 - In the event of an actual fire, staff and campers will remain in their assembled areas until instructions are received from the Fire Chief, Camp Director or other senior staff member.
 - Groups will proceed to their assigned locations as follows:

CLIFF CABINS	Assemble on the opposite side of the road
WILLARD COMPLEX	Assemble on the grass area across from Jesse Lee
ASBURY	Assemble in the parking lot adjacent to the building
BOBILIN	Assemble in the parking lot across the road
JESSE LEE	Assemble across the road in the grassy area
WESLEY HALL	Assemble in the parking area near the road
McCONNELL	Assemble on the grass area across from Jesse Lee
NORTH	Assemble on the street in front of building

Weather Safety Plan

- In the event of a severe thunderstorm, tornado or hurricane warning, the Camp Director, Facilities Manager or Quinipet Camp Director will inform staff members of action that should be taken. Campers may be instructed to assemble in Wesley Hall to await evacuation if that is required.
- Wesley Hall is the gathering location in the event of an unforeseen storm. However, any housing unit will serve as adequate protection against a thunderstorm. If caught in a sudden storm, proceed immediately to the nearest shelter.
- **DO NOT:**
 - Attempt to run to your own housing unit (to close windows or for whatever reason). During meals, groups will remain in the Dining Hall until permission is given to leave.
 - Climb trees or gather under a tree. This is the most dangerous place to be in a lightning storm. The closer to the ground, the safer you are. Watch for low-lying areas if a potential for flash flooding exists because of the intensity of the rain.
- Staff members gathered in a shelter will count the campers to be certain all are present. If someone is missing, determine where that person is by asking the other campers. One staff member will be sent to locate and maintain the safety of that camper.
- All waterfront areas and playing fields will be evacuated if a threat of lightning exists. Campers should proceed to Wesley Hall or the closest shelter.
- If injuries result from a storm, one leader shall report the injury to the Health Center or find another staff or Advisory Committee member to make that report. Advisory Committee members will also check on all group units for a report of damage or injury.

Missing or Runaway Camper Plan

Prevention here is key!

No camper should ever be left alone or without staff supervision.

Every camper is everyone's responsibility.

Staff members will be provided training for reporting and managing a missing camper situation. Staff will be introduced to members of the Quinipet Staff crisis response team, who will be consulted immediately whenever concerns arise during the camp week.

To minimize the risk of missing any camper, staff members will perform daily checks throughout the day, including the following times:

- Wake up call, first thing in the morning
- Prior to and following all meals
- Prior to and following all activities
- During cabin quiet time
- Prior to and following evening activities
- Prior to and following trips to bathrooms

The importance of formal checks cannot be overstated. If a camper is missing it is critically important to know when they were last with the group and where the group has been since that time. The location of campers is the primary responsibility of staff members. Before any staff member accompanies a camper anywhere, be sure to notify other staff members who may be responsible for that camper.

If a camper is missing:

- The first action should be to gather information in the immediate area: determine if another staff member escorted the camper out of the area, ask other campers if they have seen the camper, and ask other staff members when they last saw the camper. This should be done quickly.
- If within 5 minutes the camper's location is not found, the Camp Director needs to be notified immediately by radio or cell phone. Efforts should be made to keep other campers involved with activity and not listening to the radio/cell phone conversation.
- If possible, send a staff member to the camp office with the camper's name, description of clothing and where/when last seen.
- Be careful not to alarm the other campers or lose track of their needs.

Upon report of a missing camper:

- The Camp Director will assemble the crisis response team, gather additional information and feedback, and notify other staff members.
- The Camp Director will remain in the office, keep radio and cell phone lines open, and keep a written record of everyone's field updates upon searching the grounds.
- Staff members will continue their activities until the horn sounds, even if this runs over the scheduled time to change activities.
- Crisis team members and other staff will be assigned designated search areas.
- The Facilities Manager will be contacted and asked to assist in searching the perimeter of the grounds.
- All members of the search team will have a cell phone or radio with private channel and check in with the Director at 5-minute intervals, reporting sites searched thus far.

Search areas:

- Area last seen
- Camper's cabin
- Shoreline
- Activity area
- All housing units
- All building areas and outdoor gathering areas
- Border area of camp

If the camper is found:

- An announcement will alert all members of the crisis team and other staff with cell phone or radio that the situation is resolved.
- The Director and at least one member of the crisis team will meet with the camper to discuss the matter.
- Debriefing meetings with the crisis team and other staff members will also take place.
- If the camper left or ran away, parents of the camper will be contacted to discuss the situation and the camp guidelines regarding to remain with their group/activity supervised at all times.
- If the camper is regarded to be a high risk for running away again, arrangements will be made to send the camper home early for the camper's own safety.

If after 30 minutes the crisis team cannot find the camper, the local authorities and camper's parents will be notified. The crisis team will make a judgment at that time regarding how general camp activities will resume.

Waterfront Safety Rules

The Waterfront Director must approve any water activities. Safety first is the goal for all using the waterfront. Safety will ensure enjoyment of the facilities. Your cooperation is needed for safe activities.

BASIC RULES FOR SWIMMING

- Swimming is allowed only at the beach area by the dock and only when the waterfront staff members are on duty. Swimming is only permitted in the marked swimming area. Dangerous currents prevent swimming in any other locations on the property.
- Never swim alone—the buddy system is always in place at the waterfront.
- Do not “fake” trouble in or near the water.
- NO DIVING is allowed at the waterfront.
- There is no swimming permitted under the dock or floats.
- Please do not run on the dock, floats or beach.
- Follow instructions of the waterfront staff at all times.

LIFE SAVING FUNDAMENTALS

- The most common causes of drowning are: panic, cramps, overestimating one’s capability, cold, fatigue and exhaustion. Most accidents occur within 40 yards from shore.
- If a person needs help FIRST CALL for the Waterfront Director or a Lifeguard. If you must respond remember these 4 basic rescue methods:
 1. **TOW** – Extend a pole or rope.
 2. **THROW** – Toss a buoy, board, or something that floats.
 3. **ROW** – Rescue with a boat.
 4. **GO** – Personal swimming rescue.

BOATING

- Boating is limited to the dock area. Life Jackets (PFDs) must be worn at all times and will be issued by the waterfront staff, which will assure that they are properly fastened. An experienced swimmer should be in every boat with campers.

SOPHIA FAHS STAFF DUTIES AT THE WATERFRONT (also see next page)

- All Sophia Fahs staff members are expected to be watchers when at the waterfront. Know how many of your campers are in the water –count them every few minutes. When there are large groups of campers you can:
 - Keep your eyes scanning the water at all times.
 - Limit your casual conversation with others.
 - Speak with your camper if he/she is disobeying rules.
- Set the example for campers. The Peconic Bay area has strong currents.
- The Waterfront Director must approve any water activities.
- RATIOS: The ratio of waterfront staff to campers will never be less than 1:10 and for campers under age 8 never less than 1:8. This ratio promotes safety and is required by the Department of Health.

RATIOS: **Over age 8 – 1:10** **Under age 8 – 1:8**

Waterfront Orientation for Sophia Fahs Staff Members

This is an introduction to some of the basic things you as a staff member need to know about waterfront procedures and policy. If you understand our policies and procedures, you will be able to help your campers follow the rules and not panic in an emergency situation.

Important items include:

1. Staff Role at the Waterfront
2. Rules of the Waterfront
3. Communications

Staff Role at the Waterfront

Staff members who accompany swimmers to the waterfront are expected to act as additional watchers, spot swimmers in trouble, set an example for the campers and help enforce the rules.

Rescues:

1. Staff are expected to notify lifeguards, not to attempt a rescue themselves
2. The exception is if they can stand in the water, and the rescue involves only lifting up a tired or distressed smaller camper.
3. The basic rule is if a counselor is on land, is “reach, throw, don’t go”. Throw a rescue buoy, reach out with a stick, reach pole, flotation device, etc. Grab something solid and reach out with your arms or legs. Let a guard know of the incident.
4. Enter the water only as a last resort.

Waterfront Activities

1. The Waterfront Director must approve all waterfront activities that staff members wish to lead. This includes staff recreational activities.
2. There should be no use of the waterfront or boats without a guard present or without the knowledge and approval of the Waterfront Director.

Swim Tests:

1. A member of the waterfront staff will test each camper and staff member, prior to their first swim.
2. Deep Section & Float Swim Test
 - Swim from the dock to the outer line and back without stopping or touching the bottom
 - Tread water for 2 minutes
3. Middle Section
 - Swim to the outer line (1 length)
 - Cannot tread water for 2 minutes
4. Shallow Section
 - The swimmer cannot swim 1 length
5. Boating campers
 - Swim 3 laps
 - Tread water for 4 minutes

Rules of the Waterfront

1. Swimming is prohibited without the presence of a lifeguard
2. The “Buddy System” is used when swimming:
 - Each swimmer must swim with a “buddy” and clasp hands and raise them during a “buddy check” to show who their buddy is and they are with them
 - If one swimmer in a pair gets into trouble, his/her buddy can alert the lifeguard immediately
 - If one buddy leaves the water, the other remaining must tell the lifeguard during a check that their buddy is on the beach
 - If a swimmer is found not knowing where his/her buddy is, when the buddy is located they are given a warning
 - If both buddies are in the water, they must swim together
 - If they are repeatedly separate, they may be asked to be out of the water for the day
 - If a swimmer is without a buddy and the buddy cannot be located, the proper search and rescue procedure will begin
3. All campers and staff using the facility must sign in at the entrance and sign out before leaving
4. All campers and staff must use the buddy board to show where they are at the waterfront and who their buddy is
5. No running on the beach or docks
6. One person at a time on the ladders
7. No throwing anything
8. No swimming under the dock or float
9. No diving
10. You must have your life jacket on before stepping onto the boating dock. The boating dock is for getting into or out of the boats only.
11. No standing around for any length of time on the docks
12. You must wait for a boating attendant before taking out a boat
13. No fishing
14. Once you complete your swim test, only swim in the area or areas to which you have been assigned
15. Jumping off the float is allowed and from the dock in the deep section

Communications

The lifeguards may, during a free swim, try to communicate with you or a camper. You can help your campers if you know what our whistle signals mean.

- 1 short blast—to get attention of another guard
- 2 short blasts—to get attention of a swimmer
- 3 short blasts—guard leaving station
- 1 long blast—“Buddy Check”
- 2 long blasts—clear the water

Quinipet Waterfront Safety Plan

INJURY PREVENTION

1. Daily Inspection (use checklist). Report any problems to the Waterfront Director

- a. Rake sand for debris
- b. Check floats, lines and ladders
- c. Check dock for loose matting, nails and defects
- d. Inspect lifesaving equipment
- e. Check water area for obstacles or jellyfish

2. Rules and Regulations

- a. Swimming is only allowed at the beach area by the dock and only when waterfront staff members are on duty.
- b. Rules and Regulations to be reviewed with everyone and posted:
 - The Buddy System is used when swimming
 - No running on the dock, floats or beach
 - One person at a time on the ladders
 - No diving is allowed at the waterfront
 - No throwing anything
 - No swimming under the dock or the float
 - One long whistle signifies a buddy check
 - Two short whistles means that a lifeguard wants your attention
 - You must wait for a boating attendant before taking out a boat
 - Only persons taking out a boat are permitted on the boat float
 - Life jackets must be worn by anyone using the boats
 - No fishing on the dock or beach area while swimmers are present
- c. When a rule is broken:
 - Contact the person breaking the rule—use two short blasts from the whistle and point to the offender
 - Explain the rule that has been broken and give a reason why the rule exists
- d. If the same person continues to break the rules:
 - Contact the person again
 - Explain the rule again
 - Give the person a final warning
- e. If the same person continues to break the rules, ask the person to leave the water and to sit on the beach area

3. Swim Tests

- a. The Waterfront Director and/or waterfront staff will test each swimmer (staff and campers) prior to their first swim and will determine what section of the water each swimmer is permitted to swim. The swim test consists of demonstrating swimming ability and treading water (if swimming ability permits)
- b. The swimming sections are:
 - Red—Shallow—beginner
 - White—Intermediate
 - Blue—Deep—swimmer
- c. Upon assignment campers are provided with color-coded nametags to identify their swim level.
- d. A record of each swimmer and their designated section is kept on file for the camp week

4. Capacity of swim area

The beach area is divided into 3 swimming sections. Each section is 75 feet by 40 feet. The shallow section has a capacity of 75 swimmers. The other two sections have a capacity of 40 swimmers. The total swimming capacity is 155 people.

5. Conditions that require clearing of the water:

- a. Weather and other environmental conditions must be evaluated at the waterfront.
- b. In the following conditions, the area should be cleared of bathers and campers will be instructed to go to the boathouse or back to a more secure area with their counselors:
 - Thunderstorms—at the first sign of a thunderstorm, the water and beach area is immediately cleared.
 - Heavy rain or hail
 - Fog—the swim area must be completely visible at all times
 - Excessive winds

6. The “Buddy System”

- a. All Campers are expected to use the “buddy system” when swimming. No one is permitted to swim without a buddy.
- b. The lifeguards will make “Buddy checks” throughout the swim period. If a camper is found without a buddy:
 - He/she is asked where his/her buddy is
 - The buddy is located
 - Both are asked to either leave the water or stay together
 - If a person’s buddy is missing, the proper search procedure will be followed

7. Coverage/Supervision

- a. The Waterfront Director will know the number of swimmers using the waterfront for the week.
- b. During swim lessons, two guards will conduct classes—one will be guarding and one will be roving.
- c. During swim activity periods:
 - i. One lifeguard is stationed on the beach area, midway between the dock and the end of the swimming area, responsible for the shallow area.
 - ii. One guard will be stationed on the end of the dock, responsible for the deep section.
 - iii. One guard will be stationed on the middle of the dock, responsible for the middle of the section.
 - iv. If a fourth guard is available, he/she will perform roving duties.
- d. Each guard will scan back and forth over their area of coverage (designed by float lines). Scanning must be slow enough to see what each swimmer is doing. If a swimmer goes underwater, the guard should watch until the swimmer resurfaces prior to continuing the scan.
- e. The guarding positions specified are for maximum use. The Waterfront Director can determine how the positions may vary, depending on the number of people in the water.
- f. The guards must not engage in activities that interfere with the supervision of swimmers.
- g. The boating director will either be on the boat float or in a powerboat to monitor campers in boats.

8. Staff Role at the Waterfront:

All camp staff members are expected to be “lookouts” at the waterfront or in the water with campers. Counselors should count their campers in the water regularly and provide visual surveillance as a safety precaution at all times. The staff is expected to set a good example in attitude and behavior. Share any concerns or questions directly with the Waterfront Director and do all you can to have campers arrive to swimming on time and in swimsuits ready to participate. The Waterfront Director must approve all waterfront activities, to ensure that proper supervision will be provided.

9. Emergency Plan

a. Communication System: Whistle signals

- 1 short blast—to get attention of another guard
- 2 short blasts—to get attention of a swimmer
- 3 short blasts—guard leaving station
- 1 long blast—“Buddy Check”
- 2 long blasts—clear the water

b. Emergency Phone Numbers

- i. Telephones for emergency purposes are located at the Health Center adjacent to the beach and at the camp office. The phone numbers are posted for: ambulance, fire, and police. The usual procedure would be to call 911. The camp is on “locational 911” and the operator will confirm the address.
- ii. Information to be provided when phoning for emergency assistance:
 - Name of caller
 - Location of camp
 - Telephone number of the camp
 - Type of incident
 - Required assistance
 - Approach route to where patient is located
 - Advise that nurse and staff member will meet responding crew
 - Ask if any other information is needed

c. Search Procedures

- a. If a victim is reported missing in the water or becomes submerged, search procedures shall be immediately initiated. The Waterfront Director will conduct the water search.
- b. Upon receiving report of a person missing from a land-based activity or building, follow the Lost Camper plan. The Camp Director will coordinate the land search.
- c. Water Search Procedures
 1. Clear water of swimmers
 2. Notify the Camp Director
 3. All available personnel are to be used

Shallow water search

1. Begin in the area where the victim was presumed lost
2. Link arms and wade in a line across the search area in a designated pattern. The feet should be gently swept across the bottom with instep. Restrict the procedure to a depth of four feet or less.

Deep-water search

1. Searchers line up in a straight line no more than an arm’s length apart
2. On command (by the person leading the search), the guards surface dive to the bottom and swim a specified number of strokes.
3. The searchers’ hands touch the bottom and then sweep outward from and inward toward their bodies.
4. After completing a specified number of strokes, the searchers should swim straight up
5. They should then back up approximately 6 feet, reform their line and repeat the sequence. Care must be taken to account for all divers at the end of the search.
6. Masks, fins and snorkels should be utilized in the deep-water search.

d. Log Book—Reports

A written report is to be completed by the Waterfront Director immediately following an incident. Times, actions by various individuals, witness statements and equipment used are to be specified. All incidents are to be recorded in the log book and must include those that:

1. Result in death
2. Require resuscitation
3. Require referral to a hospital
4. May indicate a bather illness associated with water quality

These incidents are to be reported to the local health department within 24 hours.

e. Epileptic Seizures

Any person suffering a seizure in the water, who submerges, should be transported to a medical facility regardless of apparent recovery. A person suffering a seizure should not be allowed in the water again for the remainder of the day.

f. Other Medical Conditions

The Health Center staff will notify the Waterfront Director of any medical condition of campers or staff that might affect water activities. The Waterfront Director is responsible for making guards aware of these conditions.

g. Drills/Training

The Waterfront Director will schedule training activities and drills, prior to the opening of waterfront activities. Records of the drills will be submitted to the camp office for ACA files. This will include: communication system, use of rescue equipment, physical conditioning, first aid practice and simulated emergencies (including search and rescue)

BOATING PLAN FOR CANOE RESCUE

1. Boating Director is informed via Marine Band Radio.
2. Campers are freed from canoe and a head count is done
3. Check the condition of the campers and then have the campers swim slightly away from the canoe
4. Right the canoe—flip the canoe upside down, pull aboard rescue vessel, flip over canoe, assist campers back into the canoe
5. Alert the Waterfront Director of the situation

About Quinipet Camp and Retreat Center

Quinipet is a unique camp and retreat center located on 27 acres of beautiful Shelter Island, New York. It is one of three campsites owned and operated by the New York Annual Conference of the United Methodist Church. The former New York East Annual Conference of the Methodist Church purchased it in 1947.

The waters of Peconic Bay and Gardiner's Bay surround Shelter Island. Quakers who were not welcome in New England settled it in the mid-1600s. Native Americans inhabited the Island; pieces of their tools and weapons can still be found throughout the Island, including Quinipet. One third of Shelter Island's area is a Nature Conservancy holding, Mashomack Preserve.

In 1800, Quinipet was the site of the landing for the Island ferry from Southold. The Otterbein house was once the ferry master's house. In the 1820s the site was home for the Jennings farm, hence the name - Jennings Point. By the 1850s it became the estate of the Sterns family who build the large houses that existed here until the 1950s, including the Jesse Lee and Asbury houses. In 1915 a group of ministers from the New York metropolitan area opened a summer camp for boys. This camp existed until World War II.

The name Quinipet was given by the owners of the boys' camp. It means FIVE ROCKS (a Latin/Greek combination word). The words carved in each rock: COURAGE, HONESTY, HUMILITY, FAITH and LOVE are taken from Rev. Theodore Bobilin's dedication speech. Rev. Bobilin was instrumental in securing the site in 1947. Each of the camp's buildings is named for a person who made a significant contribution to the history of Methodism.

Over 5000 persons come to Quinipet annually for retreats, conferences and summer camp. Persons of many denominations and faiths, as well as social service agencies serving the young, the aged and the disabled, enjoy Quinipet.

Quinipet offers persons of every age an opportunity to be refreshed by:

- The breezes that blow ashore off the waters of the bay
- Walking along the beach and experiencing the washing of the waves
- Sharing in fellowship with friends
- Listening to the many birds that nest on the site and migrate through the spring and fall
- Meditating quietly at the Gazebo, or any of Quinipet's beautiful spaces

Special Places at Quinipet

- The Gazebo - the Gazebo is a camper favorite. Campers like to come to talk or watch the water. Campers may not climb on the rocks outside the barriers.
- The Rocks – 5 glacial rocks, from which Quinipet takes its name. The area in the center of these rocks is used for morning worship.
- The Beach - a wonderful location for small group conversation. Use as an evening story or snack site. Or, take along some trash bags one evening and have a litter pick up as a quick service project for the camp.
- Inspiration Point - located to the west of the Willard Complex. A good place for stargazing or watching a sunset.
- Aldersgate Chapel - the outdoor chapel overlooks Southold Bay.
- Simpson Nature Center - located to the west of Wesley Hall, the Nature Center contains many resources: telescopes, binoculars, seashore guides, aquaria, samples of natural flora and fauna. There are also resources for site exploration: Rock Probes and a Tree Walk.