



**Camp Fire USA<sup>SM</sup>**

*Orca Council*

# **Camp Manual**

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## **The Camp Fire USA Mission, Purpose, and Core Values**

### **Mission**

Camp Fire USA builds, caring, confident youth and future leaders.

### **Purpose**

The purpose of Camp Fire USA is to provide, through a program of informal education, opportunities for youth to realize their potential and to function effectively as caring, self directed individuals responsible to themselves and to others; and, as an organization, to seek to improve those things in society which affect youth.

### **Core Values**

1. We believe that children and youth are our most precious resources.
2. We believe in an approach to youth development that builds assets and empowers individuals.
3. We believe that the best youth development occurs in small groups where children and youth are actively involved in creating their own learning.
4. We are committed to coeducation, providing opportunities for boys, girls, and families to develop together.
5. We provide caring, trained mentors to work with children and youth.
6. We are inclusive, welcoming children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation, or other aspect of diversity.
7. We respect and celebrate nature.
8. We foster leadership, engaging children and youth to give service and make decisions in a democratic society.
9. We provide safe, fun, and nurturing environments for children and youth.
10. We enrich parents' and other adults' lives by expanding their skills and encouraging them to share their talents and build relationships with children and youth.
11. We respond to community needs with our programs and expertise.
12. We advocate on behalf of children, youth and families.

## **GOALS AND PHILOSOPHY OF CAMP**

The overall goal of any Camp Fire experience is the development of the whole child in the experiences of learning for life. There are three essential experiences to accomplish this goal in a Camp Fire USA camp:

### **1. A rich group living experience**

Camp provides meaningful work, recreation, traditions, customs, and decision-making structures in a self-contained natural environment. Planning activities together helps the group decide not only what to do, but why. Planning together gives meaning to the activity. When the group members interact together in a common activity and share similar feelings about each other and their activities, they develop a closeness and level of friendship that can only come from shared experiences. The actual program activities the group does together are less important than being together, doing something together, and sharing feelings about the experience.

### **2. An opportunity to discover and build individual skills**

Individual growth and development comes from the learning in progression of activities and skills. Real progression begins where the individual is and builds at a rate unique to each individual's ability.

### **3. A close involvement with the natural environment**

Camp Fire camping teaches youth, through minimal-impact camping, how to enjoy the glories of the outdoors and precious natural resources while preserving them for the future.

**The philosophy of camp is based on the following points:**

- Each person is recognized as unique
- Groups are composed of different mixes of people
- Emphasis is on small groups
- Allows for group planning and decision making
- Provides leadership training
- Program is flexible
- Provides for a progression of ability
- Emphasizes minimum-impact camping
- Increases environmental awareness
- Youth learn from failure as well as success
- Camp stresses the importance of having fun

# Camp Organizational Chart

## Orca Council Staff

Executive Director (253) 597-6234

Camp Coordinator (253) 597-6234

## Camp Directors

Camp Smokey -

( ) -

( ) -

Wildwood Day Camp -

( ) -

( ) -

## Adult Staff

Assistant Directors, Nurses, and Adult Specialists

## Youth Staff

Youth Specialists, Counselors, and Counselor Assistants

## Job Descriptions



### Camp Director

**RESPONSIBLE TO:** Camp Coordinator

**FUNCTION:** Be responsible for the overall management of a camp including health and safety, staffing, program, reports, and maintaining Camp Fire policies and standards

- RESPONSIBILITIES:**
- Complete proper application process
  - Complete all staff forms such as contract and medical form
  - Attend Camp Committee meetings
  - Understand and comply with Camp Fire USA standards and policies
  - Recruit, select, train, supervise, and evaluate staff
  - Plan staff training
  - Compile and maintain complete camp records
  - Understand and implement emergency procedures
  - Participate in the recruitment of campers
  - Manage site budget
  - Ensure the proper maintenance and return of Camp Fire equipment
  - Other duties as assigned by the Camp Coordinator



# Camp Fire USA<sup>SM</sup>

## Camp Assistant Director

**RESPONSIBLE TO:** Camp Coordinator

**FUNCTION:** Assist Camp Director in the management of camp

**RESPONSIBILITIES:**

- Complete proper application process
- Complete all staff forms such as contract and medical form
- Attend Camp Committee meetings as directed by the Camp Director
- Understand and comply with Camp Fire USA standards and policies
- Assist in recruitment, selection, training, supervision, and evaluation of site staff
- Assist in planning staff training
- Understand and implement emergency procedures
- Participate in the recruitment of campers
- Ensure the proper maintenance and return of Camp Fire equipment
- Other duties as assigned by Camp Coordinator and Camp Director

**Job Descriptions**



**Camp Nurse/First-Aider**

**RESPONSIBLE TO:** Camp Director

**FUNCTION:** Supervise the overall health and safety of the camp

**RESPONSIBILITIES:**

- Complete proper application process
- Complete all staff forms such as contract and medical form
- Participate in training
- Supervise and maintain first-aid station including supplies and records
- Administer first-aid
- Administer and properly store medications
- Inform Camp Director of injuries and illnesses
- Oversee the overall cleanliness of camp
- Ensure the designation of a First-aider at all times
- Instruct staff on health and safety concerns at camp
- Understand and comply with Camp Fire USA policies and procedures
- Other duties as assigned by the Camp Coordinator

Job Descriptions



# Camp Fire USA<sup>SM</sup>

## Camp Counselor

**RESPONSIBLE TO:** Camp Director

**FUNCTION:** Provide direct leadership to Counselor Assistants and campers

**RESPONSIBILITIES:**

- Complete proper application process
- Complete all staff forms such as contract and medical form
- Attend camp training
- Understand and comply with Camp Fire USA policies and procedures
- Plan daily program *with* campers and Counselor Assistant or Co-Counselor
- Take responsibility for safety and security of campers in group
- Take responsibility for the proper use and care of camp equipment
- Keep accurate attendance records
- Participate in camp evaluation
- Other duties as assigned by Camp Director and Camp Assistant Director

Job Descriptions



## Camp Counselor Assistant

**RESPONSIBLE TO:**

Camp Director

**FUNCTION:**

Assist Counselors and/or other staff members as assigned by the camp director

**RESPONSIBILITIES:**

- Complete proper application process
- Complete all staff forms such as contract and medical form
- Attend camp training
- Understand and comply with Camp Fire USA policies and procedures
- Assist in the planning of group program
- Assist Counselor with group leadership
- Take responsibility for the proper use and care of camp equipment
- Participate in camp evaluation
- Other duties as assigned by Camp Director and Camp Assistant Director

**Job Descriptions**



**Program Specialist**

**RESPONSIBLE TO:** Camp Director

**FUNCTION:** Teach and/or lead special activity

**RESPONSIBILITIES:**

- Complete proper application process
- Complete all staff forms such as contract and medical form
- Participate in training
- Provide training and/or leadership in special activity
- Coordinate schedule with Camp Director
- Ensure necessary supplies are available for activity
- Understand and comply with Camp Fire USA policies and procedures

## Staff Policies

### Commitment

An application, reference form, registration, medical form, and \$20 registration fee must be completed and on file for *all* staff, including Counselor Assistants.

### Absence

Staff members must notify the Camp Director no later than 7:00 am (preferably the night before) if an absence is required due to illness or family emergency. The staff member will make every effort to arrange for a qualified substitute if they must be absent from camp on short notice.

### Conduct

Staff must conduct themselves in a responsible and lawful manner at all times and adhere to Camp Fire USA policies. Each staff member is expected to hold camp safety as the primary concern of every person on site. Counselors and CAs are personally responsible for the safety and well-being of their assigned campers.

### Alcohol and Drug Use

Absolutely no alcohol or illegal drugs are allowed at camp at any time. All medications must be turned into the Camp Nurse, Health Director, or First-Aider. Medications must be in original container. All staff under the age of 18 must have signed permission from parent for staff to dispense medications. Camp is a non-smoking environment; this includes areas of food preparation and service and in any dining facility during meals.

### Personal Equipment

Camp Fire USA does not assume responsibility for any lost or damaged equipment belonging to a staff member. Please see *Camp procedures* for more information on obtaining approval for equipment. **Please note:** Digital cameras or camera phones are not recommended at camp. Campers and their parents/guardians are responsible for keeping these items safe as well as for the photos taken. Cameras cannot be used in tents, cabins, bathrooms or changing rooms.

### Vehicles

All vehicles are restricted to parking areas designated by the Camp Director. Campers are prohibited from riding in staff vehicles, before, during, and after camp unless parent has granted *written* permission. All youth staff driving to resident camp must turn their keys in to the Camp Director upon arrival.

### Gratuities

(Aka "tips") Staff is prohibited from accepting money or expensive gifts from campers and/or parents.

### Health Form

Accident and medical insurance cover all staff. All staff must provide a health history form.

**Privileges**

Full-time staff members will pay reduced rates for their children to attend camp.

**Evaluation**

Staff will participate in an evaluation process at the end of each camp session.

**Breaks**

Staff members are to coordinate breaks with the Camp Director to ensure all campers are properly supervised at all times.

**Severance**

Camp staff is considered volunteer staff of Camp Fire USA Orca Council and are to adhere to camp staff policies. The following behaviors will not be tolerated and will result in immediate dismissal:

- Physical, verbal, or sexual abuse of children or staff.
- Placing a child or staff member in danger.

## STAFF BEHAVIOR AGREEMENT

**Staff must conduct themselves in a responsible, professional, and lawful manner at all times. Staff must adhere to all camp policies. Staff must recognize that safety is the primary concern of everyone on site.**

### Policies relating to staff behavior

1. Never place yourself in a position of being alone with a camper especially in a secluded area.
2. Welcome visitors, but restrict the site to people who have a relationship with the group. A one on one relationship between campers and other adults is not permitted.
3. Water fights, pillow fights, wrestling, jokes, and pranks must be limited. They must be pre-approved by the Camp Director.
4. No inappropriate touching of campers or staff.
5. No hazing.
6. Do not use inappropriate or sexually suggestive/sensitive language.
7. If younger campers need help changing clothes, two staff will be present.
8. Romantic involvement of counselors is not to be shared or displayed at training sessions, any camp location, or at other related activities; whether or not campers are present.
9. Staff is to stay out of group homes unless invited.
10. Whatever is done with campers and/or staff would be done in the light of day in company unless otherwise directed by the Camp Director.
11. Staff is not allowed to take a camper to their home during the camp session unless arrangements have been made with those campers' parents in advance.
12. Sexual harassment of campers or staff will not be tolerated.
13. Respect the property and privacy of other staff and campers at all times.
14. Staff is to treat other staff with courtesy, respect, and kindness. Opinion differences are to be kept to yourself during camp session.
15. Camp session is a team effort; we expect your full compliance and teamwork.
16. At anytime these policies may be amended by the Camp Director and/or Camp Fire USA staff.

**I have read had the opportunity to ask questions and understand the Staff Behavior rules as listed above. I understand that I will be dismissed for inappropriate behavior even on the first offense, and no reminder of these rules shall be necessary.**

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Name

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Date

## **STAFF BEHAVIOR WITH CHILDREN**

The interaction of staff with children sets the stage for achieving all the goals an agency such as Camp Fire desires to achieve. Both successes and failures can be traced back to the staff-child relationship. The objective here is to promote positive and supportive relationships between staff and children and to eliminate situations that may lend themselves to abuse.

1. Paid and volunteer staff is trained in appropriate discipline and rewarding practices. Staff does not discipline children by use of physical punishment or isolation or failure to provide the necessities of life, such as food, shelter and attention. Staff do not verbally or emotionally abuse or punish children. Staff is taught appropriate techniques of showing affection, approval, sympathy, and support.
2. Program leaders are informed of the importance of not being alone with a single child unobserved by others, without the knowledge of the program supervisor or other adult. This is explained as a protective practice for both staff and program participants.
3. When young children are taken on field trips or otherwise away from their familiar program site, program leaders have a simple means of identifying themselves, (by name tag, scarf or clothing such as camp T-shirt or Camp Fire USA apparel), so children can locate them quickly. Children are instructed to avoid any person not so identified.
4. Staff is alert to the physical and emotional state of all children each time they report for a program. Suspected child abuse is reported to the appropriate person. (Camp Director, Camp Coordinator, etc).
5. Staff respects the privacy of the child. Places are provided for children and adults to change clothes. Two adults are present, when supervising children who are changing clothes.

### **RELATING TO CAMPERS**

1. Remind yourself how much bigger you are. You have so much influence on your campers! You have no idea how much they look up to you. They will remember you for years to come. You should often ask yourself if you are living up to your role as a mentor and a leader.
2. Children learn what they hear. They only listen when they feel heard. They talk when they feel safe.
3. A "tug-of-war" is a cry for attention. Instead of a power struggle, give the camper some responsibility in the group. Remember that you're the grown-up, and they are the child...don't start competing with them. Your goal is NOT to help campers get better at holding their own with you.
4. The majority of problems can be avoided by forming relationships with your campers from the first day of the session... they need to trust you in order to respect you.

5. The word "no" can be reassuring to campers. Limits and boundaries that are fair and consistent (and explained) are a relief to campers.
  - a.) Not all campers receive limits quickly.
  - b.) Campers do not have good brakes. If they get over-stimulated, they may not be able to stop easily.
  - c.) It's natural to want campers to like you; this can make it difficult to be firm. Get support from someone else if you need it.
6. If a problem develops with a camper, determine whose problem it is: the campers, yours, camps, no ones?
  - a.) Do you have a working alliance in place with this child?
  - b.) Do you allow children their say?
  - c.) Do you allow children to make excuses?
  - d.) Do you approach sensitive or humiliating topics in a general way?
  - e.) Do you prepare a campers ego for the truth? (You might not like this, but...)
  - f.) Do you credit a camper with his/her progress and honest efforts?
  - g.) Do you split the camper's ego? (There almost seems to be two of you, the smart side, and the side that gets into trouble).
  - h.) Do you get under the camper's skin or find out where it hurts? (It must be terrible when everyone's mad at you...).
7. Admit when you are wrong.
8. Share yourself and your experiences. Talk about what you feel and think.
9. Don't play favorites among campers.
10. Use activities to develop relationships with your campers.
11. Be smart about when to use touch and when not to. Respect distance
12. Remind yourself of the following tips:
  - a.) Acknowledge feelings
  - b.) Share your own experience honestly
  - c.) Develop the conversation, state the real problem, appeal to the group, and ask *why not?*
  - d.) Set short-term goals, predict success
  - e.) Be tough, but tender
13. Respect the privacy of your camper; protect your privacy.

## **BEHAVIOR MANAGEMENT PROCEDURES**

The Camp Fire philosophy of behavior management builds on a child's need to develop a sense of self-worth. To promote this, the program has been carefully planned according to national standards to foster positive behavior in Camp Fire programs. To accomplish this:

- \*Children are involved in rule setting and help determine consequences for misbehavior.**
- \*The site and activities are set up to promote positive interaction among children.**
- \*Program staff encourages children to learn how to solve problems and settle differences among themselves.**
- \*Program staff tries to understand the underlying causes of the behavior.**
- \*All disciplinary efforts are based in these practices.**

When a child's behavior creates a risk to the physical health and safety of themselves, another child or a staff member, the following procedures shall be followed:

- 1. The child is separated from the problem activity or situation**
- 2. The program staff member listens to the child and discusses the consequences of further misbehavior. Program staff help the child rejoin the group when he/she is ready.**
- 3. Repeated misbehavior will be handled by the camp director and will include a conference with the parent or guardian if necessary.**
- 4. The parent, child, and camp director agree to a plan that will improve behavior.**
- 5. The camp director reserves the right to remove a child from the program if all attempts to correct misbehavior fail.**

**I have read, had the opportunity to ask questions about, and understand the Behavior Management Procedures.**

**Sign** \_\_\_\_\_

**Date** \_\_\_\_\_

## SUPERVISION OF CAMPERS BY STAFF

A) The following will be staff/camper ratios in groups:

Camper age	# of staff	# of campers
5-6 years	1	6
7-9 years	1	8
10-14 years	1	10

B) Exceptions to the above ratio will be allowed for short periods of time during all-camp activities in the morning, afternoon, or other similar situations. In an emergency, staff/camper ratios may be adjusted for short periods of time.

C) Please see *Outdoor Living Skills* for group supervision in this situation.

D) Staff under the age of 18 must be two years older than the groups they supervise.

E) Staff is required to attend training to be informed of their supervisory responsibilities.

## ATTENDANCE

A) Attendance shall be taken first thing each day.

B) Absences are to be reported to the Camp Director.

C) The director will contact the parent if notification of the absence has not been received.

## LEAVING CAMP EARLY/LATE ARRIVAL

A) Written notification must be received prior to explain when the schedule change will take place. In the case of leaving camp early, the written notice must include the name of the person picking up the child.

B) Procedure for camper arriving late.

Parents should bring the camper to the Camp Director station to sign-in.

Camper will be escorted to the group.

Any parent seeking the group first shall direct them to the Camp Director.

C) Procedure for parent picking up child at your camp is:

A note will be sent to the Camp Director.

Parents will sign out and pick up child at Camp Director station.

## RELEASE OF CHILDREN

To ensure safety and security of the campers, parents must sign in with the Camp Director or Assistant Director to sign their child in. The Camp Director or Assistant Director is required to follow these procedures:

\*Maintain a file with the names, addresses, and telephone numbers of persons authorized to pick up each camper. **You may only release a child to a person for whom you have written**

**consent by the custodial parent.** Never honor a telephone authorization unless there is prior written consent by the custodial parent on file.

\*Contact the main office and or police department for advice on how to avoid releasing a child into an unsafe situation, such as to a parent who appears to be intoxicated (under the influence of drugs or alcohol).

## **TRANSPORT OF CAMPERS**

Campers are prohibited from riding in staff vehicles during camp unless parent has granted written permission.

To avoid injury, staff should carefully supervise campers getting into and out of vehicles. All camps must have a drop-off and pick-up procedure in place.

## **RULES TO REVIEW WITH CAMPERS**

- A) Use the buddy system
- B) No personal equipment
- C) No perishable food from home
- D) No horseplay at the fire area
- E) Camp rules & regulations specific to the location of the camp
- F) Special guidelines and rules for field trips or special events such as swimming or archery

## **RESTROOM PROCEDURES**

**Buddy System:** When using the restroom at a public facility, it is best to check the restroom before the children enter to assess the area and any individuals who may be present. The Buddy system will be used, and the Counselor is required to wait outside until all children are finished. In the case of a public facility, the counselor may stand in the doorway of multi-stall restrooms to supervise. All campers will be allowed to use the restroom one at a time if they so request. When possible, staff members will use different restrooms than campers. Cameras cannot be used in tents, cabins, bathrooms, or changing rooms.

**Accidents:** All campers must be toilet trained; however, in the event of an "accident," the Director will be notified that the child may need assistance. If clothing is soiled, a parent or emergency contact must be notified to bring clean clothing. The Camp Nurse will take universal precautions to ensure proper clean-up and handling of clothes.

## **USE OF EQUIPMENT, TOOLS, AND SUPPLIES**

- A) The Camp Director must approve all personal equipment. The Director is responsible for ensuring the equipment is safe and appropriate.
- B) Proper safety rules will be reviewed prior to use.
- C) Determination of camper ability will be made.
- D) Staff is responsible for the care of camp supplies.
- E) All equipment must be returned clean and in good condition.

## **OUTDOOR LIVING SKILLS**

**Eligibility:** All campers are eligible to participate in outdoor living skills activities. Campers will be individually evaluated as to the maximum level of participation in each activity.

**Camper/Staff Ratios:** While participating in outdoor living skills activities, groups will be supervised by their own group Counselor and Counselor Assistant in addition to the Outdoor Living Skill Instructor, who is in charge of the activity. No more than three groups will be under the responsibility of one activity leader at any one time.

## **CARE OF SITE**

### **OUTDOOR "GOOD MANNERS"**

- A) Pick up litter
- B) Maintain trails
- C) Practice conservation
- D) Respect and follow regulations pertaining to on-site buildings
- E) Respect the natural environment and keep it beautiful!
- F) Follow trails, obey "NO TRESPASSING" signs, and be considerate of private property.

## **DISHWASHING**

- A) Scrape utensils free of food particles
- B) Wash in hot (at least 100 degree) soapy water
- C) Rinse in clear, hot (at least 100 degree) water
- D) Rinse in clear chemical sanitizer

## **DAY CAMP TRADITIONS**

Traditions, activities that are usually done every year, add a feeling of belonging and a sense of continuity to going to camp. They give a sense of security and contribute to the whole picture of what "camp" is. They are part of the memory that children hold onto long after camp is over. It's these things that stay in their minds for years to come and often are part of the reason why kids come back to camp year after year.

The following are some of Orca's Camp Fire Camp traditions. Not all are done at all of our camps, and you may have new and different ones at your camp.

## **CAMP HOME**

The site assigned to your small group as a home base. Your home can be fixed up within limits. Do not sweep away the natural duff. Your campers can designate boundaries, walls and doorways (imaginary). Campers may use sit-upons for seating. A large vinyl tablecloth is handy for old picnic tables or the ground. You may use a tarp or your own tent for shelter as needed. Groups will usually hang their banner in front of the entrance to your camp home. You may

designate areas for the water jug, the hand washing jug, and towels, the cooler for your lunches, and a clothesline strung to hang jackets on. Each group is responsible for keeping their camp home clean and neat, and completely picked up at the end of each day (day camp) or week (resident camp).

### **GROUP BANNER**

Made from an old sheet, some cloth or butcher paper on the first day. Fashion it in a shape that can be strung or hung near the entrance to your camp home. Put group's name on it and decorate it any way the campers want it. Usually use crayons or felt pens.

### **CAMP NAMES**

Each small group of campers with the help of their leaders makes up a name for their group on the first day. Some are serious and some are silly. Examples are: the Goonies, the Rainbow Elves, the Beach Bums, and the Nerd Busters. The group will put their name on their banner. It is used for role call and at awards presentations.

Counselors and Counselor Assistants frequently select a name for themselves for their campers to call them. Examples: Honcho, Scamper, Roo, Sparky, and Waddles. Camp names must be appropriate and not offensive. Once you have chosen your camp name, you may not change it. This causes confusion for staff and campers.

### **NAME TAGS**

Along with a group banner and get acquainted games one of the things to do on the first day is to have the campers make a name tag for themselves. Paper, jar lids, shells, sand dollars, wood rounds (tree cookies), bark, paper plates, and anything else you can think of can be used. Names are put on with a felt pen, crayons, pasta alphabet letters, stickers, etc. The nametags are worn all week. Individual awards can be added to the nametags as the week progresses.

### **COU STICK**

Based on an old Native American tradition to keep track of brave deeds. Find a special, large stick or branch about four feet (or more) in length. Decorate it with yarn, leaves, odds and ends, and put on the group awards each day. Bring to flag each day. Last day you can remove the awards and divide them among the campers or saw up the stick and give them each a piece. You could also draw names among those campers who want to have the Cou Stick.

### **FLAG**

Refers to the time around the flag pole area in the morning or the afternoon when the groups take turns raising and/or lowering the flag. A sing along is conducted by the counselors and announcements are given. Camp closes with the lowering of the flag and the singing of *Taps*. The entire camp is to be present and respectful during the flag ceremony.

### **CAMPER COUNCIL**

Camper Council is a group of campers, one or two from each group, who meet each morning to plan and share ideas for camp. They may decide what the theme is for the next day or discuss ways to improve the camp. A different representative comes each day so that most children get a turn to be on camper council.

### **CAMP THEME**

A camp theme is usually chosen ahead of time by the camp staff. The theme is usually the basis for camp activities for the entire week such as a circus theme, or a western theme. The campers may give themes each day by giving input to Camper Council. Examples of theme days include: hat day, clash day, opposites day, camp tee shirt day, or color day. Staff and campers dress to fit the theme.

### **TEE-SHIRTS**

Tee shirts can be done many ways at camp. Sometimes the council offers a Camp Fire camp tee shirt available for day camp staff and campers only. Usually the color is chosen for the year. Everyone is urged to wear them everyday. Check with the office regarding tee shirts for this year. Some camps prefer to bring white shirts and design their own during the week of camp.

### **CAMP MASCOT**

A mascot is used to increase camp spirit and group interaction. The mascot is placed in a group's home when they are not present. This group in turn must try to pass it on to another group without being seen. Some camps use a new mascot each year, and some use the same year to year. Some mascots are Mac the Squirrel and the Mugwamp.

**EMERGENCY COMMUNICATION PLAN FOR CAMP**

**THE CAMP DIRECTOR OR HIS/HER DESIGNEE  
IS RESPONSIBLE FOR EMERGENCY COMMUNICATION.**

**Available Communication at this site:**

- ( ) Pay telephone - quarters will be in the nurse's box
- ( ) Private telephone
- ( ) Cell Phone
- ( ) UHF radio
- ( ) CB radio

**Next closest available communication equipment:**

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**Who to contact:**

- \*911
- \*Camp Fire Office (253) 597-6234
- \*Executive Director
  - Home Phone (253) 759-2486
  - Cell Phone (253) 988-7828
- \*Program Director/Camp Coordinator
  - Johna Noble
  - Home Phone (253) 875-3129
  - Cell Phone (253) 219-8721
- \*Camp Director
- \_\_\_\_\_ ( ) \_\_\_\_\_
- \*Camp Site/Location
- \_\_\_\_\_ ( ) \_\_\_\_\_

## **EMERGENCY COMMUNICATION PROCEDURES:**

### **Lines of Communication**

In the event of an emergency in or out of camp,

The Counselor will:

- 1) Send a Counselor, Counselor Assistant or 2 campers (depending on the circumstances) to headquarters to notify the Camp Director of the nature, location, severity, and type of aid needed at the emergency.

The Camp Director will:

- 1) Designate one person to go to the site of the emergency.
- 2) Designate one person to contact appropriate emergency services.
- 3) As soon as the emergency has been controlled the Camp Director will contact the Camp Coordinator.

### **Procedures for contacting parents or guardians**

In the event of a MINOR injury or illness, the Camp Director or their designee will notify the parent or guardian.

In the event of a MAJOR injury, illness, or emergency the Camp Coordinator or Executive Director will contact the parent or guardian.

### **Procedures for dealing with the media**

In the event of an emergency, camp staff will NOT communicate with the media. Do not say "no comment"; instead direct all inquiries by the media to the Camp Coordinator at the Camp Fire USA office. An on-site media spokesperson will be made available as soon as possible.

## **CAMP EMERGENCY PROCEDURES:**

### **GENERAL: TO BE FOLLOWED UNDER ANY EMERGENCY**

**MOST IMPORTANT!! Remain calm and do not panic.**

- Administer appropriate first aid
- Take appropriate measures to control the emergency
- Notify camp staff immediately. Provide the following information:  
Location and nature of the emergency and the type of aid needed.

- A staff member must remain with campers. Campers not involved in the emergency should be directed to a safe place away from the incident and provided with an activity.
- The nurse or first-aider will take care of medical problems. Evacuation to hospital will depend on circumstances. If necessary, victim will be transported by a 911 aid vehicle.
- In any emergency, the Camp Fire office must be notified as soon as the situation occurs. (Refer to the Emergency Communication Plan).
- Statements should be limited to Camp Director and appropriate Camp Fire staff. Do not talk to any media representatives. Refer to Camp Fire office personnel.

### **LOST CAMPER:**

1. Ask those in the group if anyone knows where he/she is, when and where he/she was last seen, where he/she was needed, state of mind, and what he/she was last wearing.
2. One staff member will quickly and calmly search the immediate area, leaving other campers participating in regular program under the supervision of another staff member.
3. If still missing, report all of the above to the camp director.
4. Available persons will be gathered and assigned specific areas to search. Those individuals report back to the assigned place after their search.
5. If not found during camp search, the Camp Director will notify the authorities, the Camp Fire office, and the parents. Invite the parents to site to help reassure them.

If the group had been on a hike or out of the main camp area, follow steps 1-3. Another staff member will be sent to the group so you can show where you had been.

**FIRE:** Site fire rules and safety procedures apply. Instructions for extinguisher use should be posted on or near the fire extinguishers. Make sure that your staff knows how to use fire extinguishers. Filled water buckets must be located at every cooking or fire site, Campers may not be near a barbecue, stove, oven, or open flame, without the direct supervision of an adult. In the event of a person's clothing catching fire, have them STOP, DROP, and ROLL, making sure their hands are covering their face. A blanket, towel, rug, etc. may be used to put over the person's clothes to help smother the fire.

Fireworks are not permitted at camp.

Smoking is permitted only in designated areas out of view from campers.

In the event of a fire:

1. Clear campers from the immediate area. Do not leave campers unattended.
2. Send for help, 911 should be notified for any non-controlled fire.
3. If staff at the site can quickly control the fire, do so and report.
4. If fire cannot be controlled, remove group from area and report to the Camp Director or to the person in charge with the following information: Fire location, size, cause and how fast the fire is burning.
5. Alarm will be sounded.
6. On hearing the alarm the following procedures at your camp will be followed:
  - A.) All staff and campers will meet in the designated area.
  - B.) Be sure all campers and staff are accounted for.
  - C.) If need be, move to a safe location.

### **EARTHQUAKES:**

1. Have everyone get in a protective area as soon as possible.
2. If picnic tables are available get as many people underneath as possible.
3. Stay away from dangerous trees, (i.e.: dead or unstable)
4. If in the woods, have everyone lie down, curl up face down, protecting their head with their arms. If possible, be near fallen trees or large trunks.
5. Depending on the severity of the earthquake either:
  - A.) One staff member report to person in charge and inform on the condition of the campers, staff, and site.
  - B.) General alarm will be sounded and review of the situation will determine the following steps: First Aid, protection from aftershocks, possible evacuation, parent concerns.
6. If any serious problems arise, notify Camp Fire office immediately, otherwise check in with Camp Fire office when site is under control

### **VOLCANO OR ASH FALL:**

1. Beforehand determine what building on or near the site could be used for sitting out the ash fall. Use clothing to cover nose and mouth
2. Remain indoors until ash fall stops

### **LIGHTNING:**

1. Do not use or touch metal objects such as pie irons or umbrellas
2. Seek shelter in buildings. If no buildings are available, the best protection is a ditch or under head high bushes or trees in a forest.

3. When there is no shelter, avoid the highest point in the area. If only isolated trees are nearby, best protection is obtained by crouching, keeping twice as far from isolated trees as the tallest trees are high.
4. Avoid hilltops, open spaces, wire fences, metal clotheslines, exposed sheds and electrically conductive elevated objects.
5. Discuss the best locations to be during lightening for the location of your camp with the Camp Director.

## **CHILD ABUSE PROCEDURES**

### **REDUCING THE RISK OF CHILD ABUSE IN YOUTH-SERVING AGENCIES**

Long-established standards to ensure the health and safety of children in Camp Fire and other youth agency programs have served to reduce the potential for child abuse within the agencies. Today's social and economic conditions, however, suggest the need for reinforcing and expanding these standards to minimize the risk for children in our programs and for our agencies themselves.

The following is a summary of some efforts now being made within the field of youth-serving agencies, such as Camp Fire, to reduce the risk of child abuse within the agency. It is safe to say that no one action will eliminate the risk. A combination of actions is the best approach to protecting children from abuse.

#### **TYPES OF CHILD ABUSE (also see table one)**

Child abuse can take many forms, these may include:

- Physical abuse, including shaking, hitting, beating, burning
- Sexual abuse, including intercourse, incest, rape, sodomy
- Emotional abuse, including verbal abuse, vulgarity
- Neglect, including failure to provide warmth, affection, supervision, food, shelter, or attention

#### **ALLEGATIONS OF ABUSE**

It is essential that the interests of all parties affected or potentially affected by allegations of abuse be protected. Thus, agencies often have policies and procedures to ensure the protection of the child, the family, the accused person, and the agency.

- For each program, a person is designated as the contact person for reporting suspected child abuse, (for day camp- this person is the Camp Coordinator and for resident camp- this person is the Camp Director). This person is prepared for carrying out this responsibility and is thoroughly familiar with procedures established by the agency and local child abuse investigative body.

- When there is suspicion of child abuse, the person to whom it has been reported or who suspects the abuse immediately informs the Camp Coordinator.
- A decision will be made by Camp Fire staff, in consultation with the local investigative body, as to how the child's parent/guardian will be notified of the report.
- Any staff person, paid or volunteer, involved in a reported incident of child abuse will be immediately suspended from all activities involving the supervision of children. Employed staff will be suspended with pay until the appropriate level of investigation is conducted and appropriate action can be taken.
- If the incident was alleged to have occurred during the performance of agency duties, the agency conducts an investigation to determine if the person or persons involved were in violation of the agency's standards and procedures.
- Reinstatement of staff, paid or volunteer, to their duties occurs only after all allegations have been cleared to the satisfaction of the agency and/or the investigative body.

## **HEALTH AND SAFETY - MUST BE REVIEWED WITH CAMPERS!**

HEALTH AND SAFETY IN CAMP IS EVERYONE'S RESPONSIBILITY. CARELESSNESS CAN CAUSE UNPLEASANT SITUATIONS, DAMPEN THE FUN AND EVEN BE SERIOUS. THE FOLLOWING GUIDELINES ARE REMINDERS THAT EVERYTHING WE DO AFFECTS THE WELFARE OF CAMP. SAFETY FIRST MEANS TAKE CARE OF YOURSELF AND OTHERS.

Camps will follow these procedures at all time:

- Have emergency numbers posted by the phone

Police 911

Fire 911

Ambulance 911

Poison control 800-222-1222

Non-emergency police (find your local police numbers) \_\_\_\_\_

Camp Fire's Main office 253-597-6234

- Keep parent's consent forms for emergency treatments and numbers for emergency contact on file.
- Post first aid procedures where they can easily be seen or have this manual accessible during all program hours and areas.
- Keep a fully stocked first aid kit in easy reach of all providers, but out of reach of campers. Check the first aid kit regularly and restock it as needed.

- Keep ice cubes or ice bags in the freezer/cooler to use to reduce the swelling of some injuries.
- First aid sprays and ointments will not be used due to the possible allergic reactions or skin damage. In their place, alcohol or antiseptic wipes will be used.
- Staff members will wear gloves whenever the possibility of contact with bodily fluids occurs.

**EMERGENCY PREVENTION:** Explain to campers at the beginning of camp session.

NO camper should ever be left alone. EVERY CAMPER SHOULD AND WILL HAVE A BUDDY. Camp group leadership will be 2 staff members. Staff members who are directly assigned to a group of campers should know where their assigned campers are at all times. Staff is expected to be engaged in the activities that the campers are doing in order to have the best supervision. This may include swimming, cooking, use of outdoor play equipment and games. Counselors should always count their campers before moving to the next location and immediately upon arriving at the new location. The Camp Director should be notified immediately if you have concerns about your role in any activities. Staff will be given types of guidance appropriated for campers based on camper's ages. *The following are strictly prohibited and cause for immediate termination: corporal punishment, emotional abuse, humiliation, abusive language, and withdrawal of food and other basic needs.* Guidance should include positive, nonviolent, non-abusive methods for achieving discipline.

### **STRANGER DANGER**

Please see Buddy System discussed in the Camp Procedures section

Please see Release of Campers under Camp Procedures

Some camp locations may be in areas with public access. Groups should stay in their groups and not interact with individuals not part of our camp. Report any suspicious persons to the Camp Director immediately with a description and location. This should be done discreetly so as not to alarm the campers.

### **ENVIRONMENTAL SAFETY**

#### **OUTDOOR PLAYGROUND AREAS AND EQUIPMENT**

Playground injuries are the leading cause of serious injuries at camps and childcare facilities. To prevent such injuries, you can take action to make outdoor play safer. Make sure the campers are fully aware of the boundaries they may play in. Staff should look over the area before activities to be sure it is clean and safe with no debris, dilapidated structures, broken or worn out equipment, toxic plants, or other objects or materials that could cause injury. If you suspect an area or piece of equipment is not safe, do not allow campers in the area and notify the Camp Director immediately.

Outdoor equipment should not have sharp corners, protruding nails or bolts, loose or rusty parts, or toxic finishes. Holes should be filled or sealed. Both sunlit areas and shaded areas should be provided within the outdoor field boundaries.

#### SITE HAZARDS

Discuss site hazards in your camp and rules established for safety. Explore camp and look these places over. Learn to identify poisonous plants and nettles, and avoid contact with those plants. Discuss with campers what they can do to lessen accidents at camp.

#### UNIT BOUNDARIES, CAMP BOUNDARIES, AND OUT OF CAMP EXCURSIONS

Campers are not to leave Unit Boundaries without permission from their Counselors. Campers and staff are not to leave Camp Boundaries without permission from the Camp Director. Groups must sign out with Camp Director for excursions out of camp. Written parental permission must be obtained for overnight stays. No transportation of campers in vehicles will be allowed.

#### CAMP HOME AND GROUP RESPONSIBILITIES

Campers will stay together; they may leave the group only with permission and accompanied by a buddy. The buddy system must be observed at ALL times. NO RUNNING in camp except in specified areas. During hikes, either Counselor or Counselor Assistant should remain at rear of the group to see that no campers stray. Respect the property of others.

#### FIRST AID STATION

Learn the location of the first aid station. Follow health personnel's plan. Report ALL injuries, cuts, scratches, abrasions and bites to the Camp Nurse. Previous injuries, not camp connected, should be seen by the nurse, first aider, or health director. New injuries must be cared for immediately. Each day upon arrival, be alert for new injuries of campers or staff.

#### CLOTHING/PERSONAL/SPORTS EQUIPMENT

As a means of easy identification, all camp staff will wear a camp scarf and/or name tag as specified by your Camp Director. Learn why certain types of clothing are important to camping... proper dress means protection against cuts, bites, heat, cold etc. Dress for Washington weather - it can fool you! Wear comfortable shoes- no sandals or flip-flops. No personal/sports equipment allowed unless authorized by the Camp Director. **\*Please note:** Digital cameras or camera phones are not recommended at camp. Camp Fire USA staff and volunteers are not responsible for damage to these items. Campers are responsible for keeping these items safe as well as for the photos they take. Cameras cannot be used in tents, cabins, bathrooms, or changing rooms. **Socks and shoes will be worn at camp at all times!** Animals and pets are not allowed on site without special arrangements with the Camp Director.

## WATER SAFETY

At no time will campers be left alone during water activities. A certified lifeguard must supervise all water activities. If more than one water activity is taking place, additional lifeguards are required. Staff is required to accompany their campers to the pool/beach area and maintain visual contact with their campers at all times.

## ELECTRICAL FIXTURES AND OUTLETS:

Camp Fire USA requires that the Camp Director or other staff member designated by the director should make sure that:

- All electrical cords are out of reach of campers
- No electrical cords are frayed or overloaded
- No extension cords are used unless absolutely necessary. If you must use an extension cord, do not place the cord under carpeting or across any area with a water source.
- Fans used to cool an area must have  $\frac{1}{4}$  inch blade guard openings and should be mounted high on the wall or ceiling.
- No portable, open-flame, kerosene space heaters or portable gas stoves should be used for heating.
- Staff members will plug in all equipment. Campers are not permitted to have access to electrical outlets.

## FOOD SAFETY AND SANITATION

Poor food preparation, handling, or storage can quickly result in food being contaminated with germs and bacteria that may lead to illness.

The following are food preparation guidelines:

- Assign a specific storage area for food only
- Campers are directed not to bring perishable foods to camp
- Designate specific sinks, buckets, or basins for dish and utensil washing, rinsing and disinfecting.

## OUTDOOR COOKING AND FIRE SAFETY

- A) Designate areas at your site where it's safe to build a fire.
- B) All activities involving fire will be under constant supervision of an adult.
- C) Long hair will be tied back; bangs or loose hair should be pinned back. Loose clothing should be pinned back.
- D) Have a bucket of water and shovel beside the fire.
- E) All fires are to be properly put out and the area should be cleaned after each use.

## SAFETY REGULATIONS

### A.) Camp Stoves

1. The OLS instructor will check the equipment for worthiness prior to use.
2. Manufacturer instructions on the use of the equipment will be followed.
3. The stoves will be lit or instructions for lighting will be given by the OLS instructor.
4. Stoves will remain lit during the cooking time period only. After use the stoves will be cleaned, disassembled, and returned to storage immediately.
5. Stoves will be for use at the cooking site only unless other arrangements have been made with the OLS instructor and the Camp Director.

### B.) Fires

1. The use of wood fires for cooking is discouraged.
2. If a fire is to be used for cooking, only one fire will be built in the cooking area.
3. Fires will be built by, or under the instruction of the OLS Instructor. Only approved tinder, kindling, and fuel will be used. Under no circumstances will liquid flammables be added to a fire at any time.
4. Campers may use the fire under supervision only. Campers will use only cooking implements approved by the OLS instructor. Long hair must be tied back and loose clothing must be secured or removed.
5. After cooking at the fire is completed, the fire will be allowed to burn out (under supervision) or extinguished by the OLS instructor.

### C.) Barbeques

1. The BBQ will be lit by or under the direction of the OLS instructor.
2. The OLS instructor will determine the number of BBQ's in use. BBQ's will be restricted to the cook site unless arrangements have been made with the OLS instructor and Camp Director in advance.
3. BBQ's will be lit using newspaper in a chimney type starter only.
4. Campers may use only approved cooking devices.
5. After cooking is completed the BBQ will be allowed to burn itself out. It will be cleaned and returned to supply as soon as possible.

### D.) Other Sources of Heat

1. To be approved by the OLS instructor.
2. Ignited under the supervision of the OLS instructor or designee
3. Used properly under the supervision of the OLS instructor or designee.
4. Extinguished, cleaned, or destroyed under the supervision of the OLS instructor or designee.

### E.) SHARP INSTRUMENTS

1. Implements (knives, axes, hatchets, etc) will be inspected by the OLS instructor prior to use to determine worthiness.
2. Implements will be used under the direction of the OLS instructor.
3. When not in use the implement will be closed, sheathed, or returned to storage.

## MEDICATION ADMINISTRATION

Some children at camp may need to take medications during camp. The Camp Nurse or their designee is responsible for giving medications and maintaining a health log. No campers will be medicated at camp without written permission from a parent or guardian. All camper medications must have the following:

- The first and last names of the camper on the container
- The original package or container
- The date the prescription was filled
- Expiration date
- Specific instructions for giving medication
- A childproof container

Parents that authorize the camp to give their child an over-the-counter medication must include the following:

- The child's first and last names
- The current date
- The expiration date
- Name of the health care provider

The Camp Nurse or their designee will make entries in the health log with the child's name, date, time, and dosage of medication given. All entries in the health log will be initialed.

All medication should have childproof caps and be stored in a locked container out of reach of the campers. Expired medication and medication without an expiration date will not be administered.

Medications that must be refrigerated will be given at the Camp Nurse's discretion.

Medications requiring refrigeration should be clearly marked and separated from food.

**ERRORS:** If a child is mistakenly given another child's medication, the Nurse or Camp Director is to call the poison control center 1-800-222-1222 immediately and follow the advice given. The Camp Director is also to contact the main office (253) 597-6234. The Camp Coordinator or Executive Director will contact the camper's parents.

## **EMERGENCY ILLNESS AND INJURY PROCEDURES**

Registration and health forms include emergency contact information, allergy and any special needs of the camper. These forms should be located at camp headquarters and in the Nurses station. In the event a camper needs to be transported, these forms should accompany the camper.

The Camp Nurse will administer all health care. In an emergency the Nurse will:

- quickly assess the child's health
- call 911 or other appropriate emergency help as needed
- give first aid and CPR if necessary
- Contact the Camp Coordinator or Executive Director and the person listed on the camper's emergency contact sheet.

**If an injury occurs:**

- Stay calm.
- Check for life-threatening situations (choking, severe bleeding or shock). Do not move a seriously injured child.
- Call 911 if the child is seriously hurt
- Give CPR or first aid if necessary
- Contact the parent/emergency contact
- Contact Camp Fire's main office
- Record all injuries on a standard form developed for that purpose. List all witnesses to the injury.