

Summer Staff Handbook

Camp Gifford



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THE HISTORY OF CAMP GIFFORD

The property which is now Camp Gifford was purchased in the early 1920's, most likely 1921. At that time the Deer Lake area was undeveloped with the exception of logging roads and a few cabins around the lake.

Camps began at Camp Gifford (then named Camp Cougar) in the mid-1920's. Camp was not much more than tents and open fires – but the lessons the kids learned were much the same as today. They were taught about nature, learned new skills and learned about their Creator and Savior, Jesus Christ. Camp was not near to power, water or sewer. There were few stores or amenities within many miles of our location. Bears, cougar, elk, deer...wildlife of all types were at times prominent at Camp Cougar.

In the 1930's the first cabins were built on the Camp. The camp occupied only a small section of land between Deer Lake Road and Deer Lake itself. Over the next decade more cabins were built, a dining facility was created and camp began to take shape. In the 1930's the name of Camp was changed from Camp Cougar to Camp Gifford (in honor of Captain Gifford, a Salvation Army minister who was said to have loved children) – one reason for the name change appears to have been that mothers in Spokane were afraid to send their kids to a place called Camp "Cougar".

Over the next 30 to 40 years the camp grew little by little. Additions were built onto the dining hall, the little cabins that were built were occasionally moved to different locations, a boat house (in fact a few different boathouses) were built, the White House by the beach was built. The next major addition to Camp was in the early 1970's when a group of A-frames and central bath facility were built across the road from the rest of camp's buildings. The boy's moved into the new cabins across the road and camp was now able to accept more campers!

The next major physical improvement to camp came in the 1980's when another group of A-frames and central bathroom were built a couple hundred yards from the first A-frame village. Camp was now able to accept 120 children or more for all ten weeks of the summer! In the mid-1990's the cost of providing ten weeks of summer programming became a larger expense than the Salvation Army Corps (church) in Spokane could bear. A decision was made to open the camp up to retreat groups for rentals, conferences and special occasions. A year round Camp Administrator was hired (in addition to an existing Caretaker) and the work began! During the years of 1995 and 1996 much work was done to physically enable Camp to operate throughout the winter months. Mailings were sent out to local churches and non-profit businesses to generate business. In 1995 only five rental groups made use of Camp – but in recent years 40-50 groups made use of our facility. Not only does this enable us to make use of God's property at camp to provide life-changing experiences to our rental groups – it also enables us to make on-going improvements in programming and property changes at the camp. In 1997 some major changes were accomplished with help from a combined State and Federal program called "Americorps" (working through a local state program called "Educational Services District 101"). Major David Bowler (the then Spokane City Coordinator) and Ray Anton (director of the Americorps program) began the challenge of allowing a group of young men and women, some with troubled pasts, to take on a major construction project. Bathrooms

were built onto the A-frames (campers no longer needed to go out into the dark to find a restroom) and two new homes were built for permanent staff at camp. The project was a huge success. The new homes are beautiful and the bathrooms were a welcome addition to our staff, campers and weekend guests.

In 1998, with the help and foresight of Major Ben Markham, nearly 120 acres of property abutting Camp Gifford was purchased. Until that time camp had occupied only about 20 acres. The land incorporates hills, a small lake (or large pond – about 30 acres of surface area) and lots of useful space for new, exciting programming. Since the summer following the purchase we have had a growing and developing wilderness camp for teens.

In 2000, with much help from the Salvation Army Women's Auxiliary, a new Dining Hall was dedicated at Camp Gifford. It is four or five times the size of the old dining hall and a welcome addition. The old dining hall, although well loved, was sinking into the ground and had pretty much given it's all to Camp Gifford. Part of the Dining Hall project was also the renovation of the waterfront, with new docks, the removal of the old craft house and canteen and the removal of the old dining hall. In 2000 we also built, with money from the Women's Auxiliary, a 45' threesided climbing tower that we've named "Goliath".

In 2003 a dining hall and composting toilets were built out at our wilderness camp, again paid for by the Women's Auxiliary. Additionally, a new shop was built by our friends at Americorps. In 2005 we were able to remodel the old shop into two semi-private housing units with a coin-operated laundry on the back. Additionally, with money from the Northwest Divisional Headquarters, we were able to build a new Infirmary and Office to replace the old trailer that previously housed it. In 2010 the Infirmary was upgraded with new furniture and diagnostic equipment through a donation by the Packard Family in memory of Jerry Packard. It is one of the best and well equipped Infirmary's in the Western Territory.

Over the years the Spokane Salvation Army Women's Auxiliary has provided funds to install: the Pavilion, a mini-golf course, high ropes elements, a complete low-ropes area, paddle boats, canoes, new docks for the waterfront, a dining hall and platform tents for wilderness, a dining hall and bathrooms for wilderness, a remodel of our A-frame bathrooms, countless camperships and many other diverse furnishings and pieces of recreational equipment. We were also able to build a beautiful new camper cabin in 2012 with specific handicap accessible bathrooms and showers.



PERSONNEL POLICIES & PRACTICES

Personnel policies are necessary to ensure a smooth functioning camp. The following section of the manual presents Camp Gifford's policies, which have been established through experiences over the past years. From time to time, it may be necessary to amend these policies when the situation warrants.

SUPERVISION - The camp director and other designees supervise camp. Direction and leadership is given through one on one counsel, staff meetings, and employee conferences. During the summer, performance evaluations will be completed for and discussed in private with each staff member. The performance evaluations are kept as part of the staff record. If a staff member is having difficulties or feels like regulations are unfair or not working the way they should, he/she should see the Program Director or the Camp Director to discuss the issue.

ORGANIZATION - The Camp Director is responsible for the Summer Camping Program as well as year-round retreats and conferences under the supervision of the Spokane Corps Commanding Officer. For a more complete picture of the organizational structure of Camp, please refer to the Camp Gifford Flow Chart.

STAFF RECORDS - Staff records are kept on file at the Human Resources Department in Spokane. All information is kept confidential. Although you may request to see your file, your file will be reviewed in the presence of the Camp Director or Administrative & Human Resources Manager.

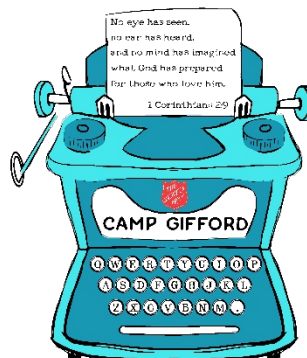
PAY SCHEDULE

- **FEDERAL WITHHOLDING CERTIFICATE** - W-4 forms must be completed correctly with social security numbers, etc., and turned in with the camp agreement.
- **PAYROLL DEDUCTION** - Federal Taxes and Social Security are deducted from your pay unless you claim exempt status on the W-4 forms.
- **PAYMENT OF SALARY** - Salaries are payable by check, direct deposit or Global Cash card every two weeks. Rooms and work areas will be cleaned and inspected before the checks are handed out. If necessary, the last check of the season will be sent to you at the address on file unless you submit an updated W4.
PLEASE NOTE!!! - You may be suspended without pay if you fail to turn in the required paperwork within three business days from hire.

EMPLOYEE BENEFITS:

Benefits include:

- Room and Board
- Staff Shirt →
- Uniforms or Aprons (as required)
- Worker's Compensation (as described below)
- Evening Snacks
- Cool fellowship with other Christians



WHAT'S YOUR STORY? 2018

EMPLOYMENT FORMS

Each employee will be responsible to complete all employment forms (with signatures and identification as required) upon arrival at Camp Gifford.

- Federal Withholding Certificate (W-4 Forms) - This form must be completed with social security number, exemptions and signature. Payroll will use single, 0 exemptions without this form.
- Employment Eligibility Verification Form (I-9 Form) - The I-9 Forms must be completed and submitted along with acceptable documents of identification (List A or List B and C) as listed in Addendum A. The Salvation Army participates in E-Verify which requires photo identification if a List B document is provided.
- Parent/School Authorization Form - The State of Washington requires a parent/school authorization form from employees under the age of 18 years. The forms must be filled out COMPLETELY, returned and signed by a parent or guardian, PRIOR to arrival at Camp. See Addendum B
- Sterling Background Check - You should have received this form in the mail, filled it out and sent it back. The purpose of the background check is to do all we can to protect our campers and staff. In order to protect children and workers at Camp, per Army policy employees and volunteers cannot start without a cleared background check.
- Federal Income Tax Withheld (W-2 Forms) - Please make sure we have a CURRENT PERMANENT address for you at the end of summer. It should be an address that is not likely to change (i.e., your parents' house, your grandmother's house, etc.). You will receive your tax information by the end of January.
- **International Staff** - Depending upon your Visa, you may or may not have to pay taxes. If it is determined that you are required to pay taxes a taxpayer I.D. must be secured from the Internal Revenue Service. Forms for Taxpayer I.D.'s are normally available at American Consulates in your home country.

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|---|--------------------------------------|
| Providence St. Joseph's Hospital Chewelah | 509-935-8211 (24 hour ER) |
| Deer Park Urgent Care | 509-262-9000 (7 day a week, 9am-9pm) |
| Loon Lake Medical Clinic | 509-233-8412 (M-F, 8am-5pm) |

TERMINATION OF EMPLOYMENT

The camp expects that its employees adhere to the principles of the camp, and expects that relationships and actions will follow these principles. In the event that the employee's performance is not up to required standards, camp leadership retains the right to terminate employment.

The camp administration will work with each employee to guard the welfare of the camp and the campers. After consulting with your immediate supervisor, the camp administration will take appropriate disciplinary action to ensure staff compliance with camp standards. The normal procedure for dealing with improper conduct is:

- A verbal warning
- A written warning
- Possible termination

Depending on the severity of the infraction the above disciplinary action steps may vary.

All staff members agree to observe the Personnel Practices and Policies and to promote the purpose and ideals of the camp. Failure to carry out this agreement will result in termination of employment. The Camp Director will recommend dismissals in conjunction with the Corps Officer in Spokane and Divisional HR.

Grounds for Dismissal:

- Failure to perform the assigned duty;
- Conduct which indicates a lack of consideration for the welfare of other persons at camp;
- Gross insubordination, or misconduct which endangers the general health, welfare and/or morale of the camp, campers, or staff members;
- Policy violations.
- Use of drugs, alcohol, or tobacco.
- Inappropriate pranks
- Inappropriate behavior including romantic relationships

RESIGNATIONS

Employees are requested to give at least two weeks' notice. During the time between giving notice and leaving, the employee should do everything possible to protect the interests of the camp, keep a good spirit, and preparing his/her work for a successor.

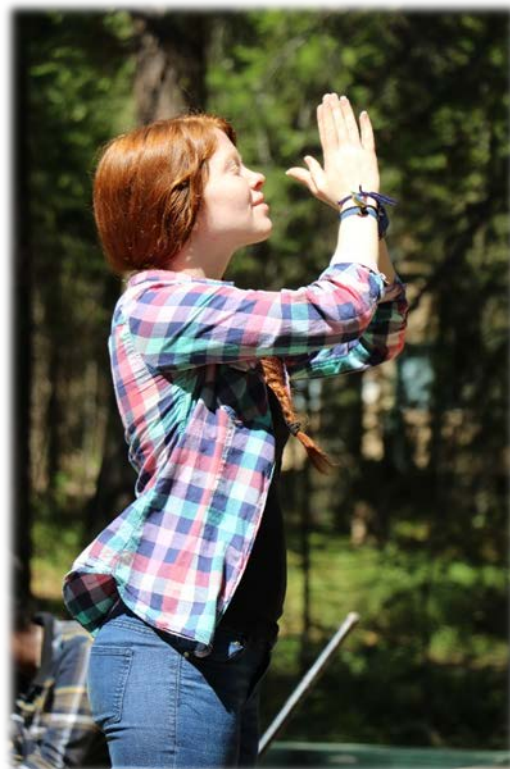
TERMINATION OF AGREEMENT

The staff member agrees to observe the Camp Gifford Policies and Procedures, and to promote the purpose and ideals of Camp Gifford. Failure to carry out this agreement may result in termination. It is understood that the number of weeks that will actually be worked is dependent upon camper enrollment. In the case of an exceptionally low number of campers registering, the Camp Administrator may either temporarily lay-off or re-assign staff at his/her discretion. The Administrator will, to the best of his/her abilities, attempt to procure a full enrollment of campers and/or to provide job reassignments whenever possible as an alternative to temporary lay-offs.

NO SMOKING, NO ALCOHOL, NO DRUGS

Camp Gifford is an alcohol and smoke-free facility. Alcoholic beverages, smoking and vaping are not permitted on the campgrounds.

The use of drugs, except as prescribed by a doctor, and known to the Health Care personnel, is forbidden. If anyone is in violation of these policies, they will be subject to dismissal. Staff are required to tell the Nurse and/or Camp Administrator that you have prescription or over-the-counter medication.



CONDUCT AT CAMP

Considering the mission of The Salvation Army, it is expected that each staff member, while an employee of the camp, will represent the Lord and The Salvation Army to campers, visiting leaders, officers, and the community.

CLOTHING

Staff is expected to maintain Christian standards for dress, appearance, and personal cleanliness by wearing clothing that is appropriate for the activity.

- Men's clothing: should include t-shirts, shorts, jeans and a light jacket or warm shirt. Apparel with "suggestive" material or advertisements of alcohol, cigarettes, sex, or other messages that do not represent a Christ-like lifestyle are not allowed. Speedo style bathing suits are not appropriate. Be sure to bring closed toes shoes for hiking and other camp activities.
- Women's clothing: the same will apply as outlined for men. In addition, shorts or skirts above fingertip length, tube tops, sleeveless shirts where under garments are showing, or low-cut shirts are not to be worn at camp. Appropriate undergarments should always be worn, including bras and camisoles. Bikinis are not appropriate; a modest one-piece or tankini bathing suit is acceptable.
- Staff shirts will be issued to each employee during orientation. All staff are expected to wear a clean staff shirt on the first day of camp. Staff shirts should also be worn for the staff photograph.
- It is the goal of Camp Gifford to maintain the highest standards with regards to appearances. Please refrain from wearing gang style or "gothic" style clothing during camping sessions. Also, avoid making radical changes during the summer season such as getting tattoos and body piercings, or dying hair.
- One staff shirt will be issued to each employee during orientation. All staff are expected to have this shirt clean and ready to wear on the first day of each camp session. Additional shirts may be purchased if yours is lost or stolen. Staff shirts may not be altered in any way during the time of your employment.

STAFF BREAKS

- Staff are entitled to scheduled daily break times. During an eight hour work shift an employee is entitled two paid 15 minute breaks and one paid 30 minute meal break.
- There will be a space provided for a Staff lounge that can be access during break times.
- During camp sessions staff may sign out and walk to the coffee shop. No one is to leave camp in a vehicle unless on official camp business.

ATTITUDES

As a staff member, one reason for being here is to provide an uplifting Christian experience to each camper through your assignment. Your attitude should be one of cooperation and team spirit. Problems with campers and/or other staff members should be handled in a Christian manner (Matthew 18:15-19). If unresolved, they should be brought to the attention of your supervisor, the Program Director, or the Camp Director.

BIBLICAL CONFLICT RESOLUTION**Matthew 18:15**

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.

First Step —

I will not first share the offense with another person. I am committed to restoring the relationship, rather than exposing possible sin. I recognize most problems with people are personality clashes, and I will try to understand their actions based upon their perspective.

Matthew 18:16

But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.

Second Step —

If going to a person "first alone" does not resolve our differences, I promise to seek a neutral and mature individual who will listen to each of our perspectives of the problem. This person will hopefully be able to shed light on one or both of our blind spots or areas of needed growth in order to glorify God. I recognize that the "witness" may reveal or say things I won't like, but I will believe God is using him or her to resolve the conflict, rather than take sides. (The "witness" must be an individual with deep spiritual wisdom and highly respected by all those involved.)

Matthew 18:17

¹⁷If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

Third Step —

If you still cannot find resolution with a neutral and mature third party, the next step would be to seek out camp leadership staff to intervene in an attempt to find resolution to the conflict.

Warning —

I will not seek to find others who have also been offended, nor share my concerns with potential "witnesses" prior to the meeting with my "offending brother." The purpose of having a "witness" is not to validate my hurt but rather to open my heart and mind to the possible needs I may have regarding my relationship with others.

I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become a party to a possible division and disharmony because of

our friendship. Whenever I feel an urge to share the offense with my friends, I will pray and commune with God about my hurt.

HOUSING

It is the responsibility of every staff member to keep his or her personal living quarters clean and orderly. It is also the responsibility of the entire staff to keep the entire Camp clean, orderly, and in good condition. Unhealthy or unsafe conditions should be reported to the Administrator immediately.

Prior to your release on break day, all rooms will be inspected and must be in neat order. Living quarters are not an exception, and will be subject to inspection at this time. Occasional midweek inspections of living quarters will also be done at the Camp Administrators discretion.

LOANING AND BORROWING

Staff should discourage campers from loaning one another their things. Under no circumstances should staff borrow a camper's possessions. We do not recommend borrowing among staff members either, especially cars or other valuables. Be sure that you secure all personal belongings. Exercise caution where money, jewelry, musical instruments or other valuable items are concerned (keep them in the office safe, if possible, or leave them at home).

PERSONAL HABITS AND LANGUAGE

Staff is responsible for the cleanliness and orderliness of their personal living quarters, as well as the cleanliness and orderliness of the entire camp. Unhealthy and unsafe conditions should be reported to the administration immediately.

Swearing is not appropriate or acceptable. Please use "clean" language at all times. Remember: Campers, peers and the public observe appearance, words, and attitudes, and then assume that they reflect camp's standards and character.

SOCIAL RELATIONSHIPS

Social relationships with campers should be friendly and warm. They should never be romantic, intimate, or otherwise suggestive or questionable.

In order to provide opportunities to grow closer with God, and to keep our focus on the campers, romantic and/or exclusive relationships during the summer camp season are not permitted.

Relationships between staff are to be guided by Biblical principles. Camp administration proactively seeks to uphold Biblical principles by implementing the following measures:

- Staff are only permitted to enter and or remain in living quarters that have been assigned specifically to them for the summer. Violation of this policy will lead to disciplinary action with the possibility of termination.

- Social relationships should not interfere with assigned duties
- Public Displays of Affection (PDA) between unmarried couples among or around campers are not allowed.

“Stay in the Light”

“Here is the message we have heard from Christ and now announce to you: God is light, and in Him there is no darkness at all. So if we say we have fellowship with God, but we continue living in darkness, we are liars and do not follow the truth. But if we live in the light, as God is in the light, we can share fellowship with each other.” 1 John 1:5-7a (NCV).

As a staff, it is important to live our lives in the light of fellowship with God and each other. Therefore, after the evening program, all staff needs to stay in designated areas that are in the light as follows: the Dining Hall when open, and the staff lounge.

PRANKS & SCARY STORIES

Camp Gifford is opposed to and does not condone pranks. Camp pranks that damage personal or camp property, or are emotionally damaging are grounds for disciplinary action including immediate dismissal.

In an effort to promote an emotionally safe environment for campers, the telling of horror or ghost stories to the campers is expressly prohibited.

CURFEW

All staff must observe curfew. While camp is in session, the quiet is set for 11:00 pm to 6:00 am, except for the first night of camp when the curfew is 10:00 pm. All staff must be quiet after the campers' 10:00 pm curfew. Curfew patrol will be assigned to enforce this policy.

On break days, the curfew is set for 12:00 am to 7:00 am. Staff assigned to sleep at camp must be back and in cabins with lights out by curfew.

CELL PHONES, LAP TOP COMPUTERS AND/OR ANY INTERNET ENABLED DEVICE

Because our focus at camp is first and foremost on the campers, cell phones, lap top computers and/or any Internet enabled device (iPod touch, etc.) are allowed at camp only if they are turned in at the start of each camp session where they will be locked up in a secure area. They will then be returned to the staff member after being checked out each break day.

THE INTERNET, SOCIAL NETWORKING SITES, BLOGS, GROUP PAGES OR OTHER INTERNET MEDIUMS

Before doing any of the following, you must obtain the written permission of The Salvation Army Camp Gifford, which it can withhold for any reason:

1. Use of The Salvation Army and/or Camp Gifford's name or official logo or camp photograph;
2. Add a link from your group page, profile or other site to the official camp website or other Salvation Army websites;
3. Include text or photographs that are the property of camp;
4. Include photographs of campers or other staff members;
5. Or create a camp "group page" with the above items.

CONTACT WITH CAMPERS

Staff members will not exchange cell phone numbers (or any other phone number), e-mail addresses, home/school addresses, AIM addresses, blog addresses or social networking site names or other contact information with campers.

ELECTRONIC DEVICES AND MUSIC

Personal TV's, video game consoles, microwaves and other large appliances are not allowed at camp. Only Christian music is to be played on camp, the only exception will be music for programmed events, which must have prior approval. iPods, MP3's, or other portable music devices are not to be used while on duty or in public camp social settings. The Camp Administrator reserves the right to pull your equipment for the summer if this becomes a problem.

BREAK DAY

- All staff will be involved in camp clean-up at the conclusion of each camp session, and dismissed after staff meeting.
- Summer Staff members are expected to vacate the campgrounds within one hour of the conclusion of staff meeting.
- Staff members are expected to return to camp at the day and time specified by the Director. PLEASE BE PROMPT.

VISITORS

All visitors must sign in immediately upon arrival in camp. Visitors are welcome to stay until the end of the evening program, *so long as they do not interfere with programming*. After the evening program, visitors must sign out and leave camp property immediately. 24 hours advance notice to the Camp Administration is required to allow visitors to come to camp. Visitors may not spend the night.

- Meals for Visitors
 - People responsible for transporting campers to and from camp are invited to be guests of camp for the first meal. Other mealtime visitors may be entertained if prior arrangements are made. A reasonable charge may apply: Meals: \$6.00 per meal
- Swimming

- Visitors may only go swimming with the permission of the Camp Director and only when lifeguards are on duty. The swimming program is organized for the campers and it is essential that there be no interference with it.

COMMUNITY LIVING

We want you to have a good time and to experience an enjoyable summer, but please remember that you are here to help us in providing a good, wholesome and healthy experience for the campers. The campers come first and the fun we can all have in providing them an enjoyable experience brings double the reward.

OTHERS

Each staff member shall be required to consider every other staff member higher than themselves. We are to follow the example of Jesus Christ who "made himself nothing, taking the very nature of a servant, and... humbled Himself and became obedient to death, even death on a cross!". (Phil 2:8) In essence, put others before yourself.



VEHICLES

The Salvation Army owned vehicles assigned to Camp Gifford are insured as required by The Salvation Army and the State of Washington.

- Only authorized personnel can drive and/or operate Salvation Army vehicles.
- Campers should never ride in a vehicle without permission from the Camp Director.
- Passengers are prohibited from riding in the truck bed of the pick-up.
- All staff which may be required to drive Salvation Army vehicles must pass the Fleet Safety Training tests. This is mandatory to drive Salvation Army vehicles.
- The Gator, tractor, and golf carts – you must be 18 years or older with approval from the Camp Director to drive or ride on these vehicles.

PERSONALLY OWNED VEHICLES - You are welcome to bring your vehicle to camp; however, you must abide by the following policies while at camp:

- Park only in assigned areas.
- Observe the 5mph speed limit on camp.
- No campers are to ride in your car at any time.
- Do not use your car except on days off.
- Employees who invite staff members to share their car, do so at their own risk and are still subject to all policies listed.
- Employees who ride in other staff members vehicles, do so at their own risk and are still subject to all policies listed.
- Minors are prohibited from transporting other staff members off camp property at any time without a Parental Release on file.
- Two adult staff members should be present when a minor is in the vehicle.
- Minors are prohibited from riding in any vehicle without express written parental permission (A parental note specifying the name of the person who may drive you in their vehicle, signed by the parent).
- Personal vehicles should always be parked while camp is in session, you may use your vehicle during camp only with permission of the Camp Director or the Program Director.
- In order to park your vehicle on Camp the following must be on file in the camp office:
 - A copy of your current valid Driver's License.
 - A copy of current insurance.
 - A copy of current car Registration.
- Cars must be parked only in permitted parking areas. If you are asked to move your car, please move it immediately.



EQUIPMENT AND FACILITIES

CAMP EQUIPMENT

Camp equipment is provided for camp use, not personal use. These resources are available for use by authorized staff when approved by the persons responsible for the equipment. Help us take care of it by ensuring it is properly used and returned to its place in proper condition.

Other camp equipment including power equipment, lawn mowers, weed whackers, chainsaws, power tools, Gator, kitchen equipment, ovens, mixers, slicers, the motor boat at the waterfront, etc. may only be used if you have been trained in the use of it and is required of your position.

FACILITIES

Please give particular concern to the care of the camp facilities. Any graffiti, broken windows, stains, or any other kinds of damage to camp facilities will not be tolerated. Deliberate damage, or damage caused by neglect or horseplay will result in the staff person being held financially responsible and could be grounds for discipline or termination.

LAUNDRY ROOM

The laundry room is restricted for use by year-round staff. If you have an urgent need to do laundry (NOT, "I forgot to do my laundry at home") you may request permission to use the facilities. Those counselors needing to do camper laundry should let the Program Director know first. Exceptions are made for internationals and those unable to go home on break days.

CANTEEN

There is a canteen for the sale of candy, soda, etc. The canteen is cash only, paid in advance and your money will be deducted on account.

TELEPHONE AND MAIL - The camp telephone is for business use only. In the case of an emergency, personal calls will be received in the office (509-233-2511) and a message will be

taken. Campers may also use the office phone in an emergency with the Camp Director or Program Director permission.

- **MAIL** - A staff mailbox will be made available for all staff and volunteers in the Staff Lounge. Mail will be sorted and passed out by the camp office. Mail is normally distributed into boxes by afternoon free time.

CAMP SAFETY

All unsafe activities and hazards should be reported to Program Director immediately. Some specific areas of concern:

- **GUNS** - No firearms will be allowed into camp for any reason. This includes pellet guns, B.B. guns, rifles, pistols, etc. This would also include projectile-launching items like slingshots, potato guns, etc.
- **FIREWORKS** - Fireworks are forbidden by law, and as such, are forbidden from the campground. There will be no exceptions.
- **SKATEBOARDS/ROLLER-SKATES/ROLLER BLADES** - These items, or anything similar, are not allowed on Camp.
- **ANIMALS** – No animals may be brought onto the camp grounds except service animals.
- **BIKES** - Staff members may bring their bikes to camp; their use may be restricted according to the job you have here. Some of the specific rules are:
 - Helmets must be worn at all times.
 - Bicycle riding on break days and off times only (it must not disrupt the program).
 - All maintenance, care and up-keep is the owner's responsibility.
 - Loaning your bicycle to other staff members or campers is prohibited.
 - Bikes should be either locked up, or placed in a position that would make it difficult, or impossible, for a camper to grab your bike and use it.

SAFETY AND AWARENESS

For safety reasons, there will be no earbuds, headphones, etc. worn. In the event of an emergency, every staff member needs to have the ability to react to what is happening around them. Please note that this includes all paid and volunteer positions. Portable radios (Boom boxes) will be allowed in some areas if they are playing Christian music only, and they are at a very controlled volume.

GUIDELINES FOR OBSERVATION OF HIGH-RISK ACTIVITIES

Given the nature of camp and high-risk activities all staff must follow PTM/Child Safety practices and policies. The following guidelines should be considered in these areas.

SHOWERING/CHANGING

- When the campers are showering, it is important that your presence is known. While we don't want the campers to feel like you are watching them shower or change, you do need to be positioned to see or hear inappropriate behavior.
- All changing must take place in toilet and shower stalls with the curtain or door closed for privacy.
- Never allow more than one child to use a shower or toilet stall at a time.
- Campers not currently changing should be redirected. They can tidy up their suitcase or bed area, get their swimsuit or clothes picked out to change into, etc.
- Never leave the area for any length of time while your campers are showering or changing; campers may use this opportunity to flash one another, to pull towels off other campers, to whip towels, to make inappropriate comments, etc.

BATHROOM USE

- The bathroom is a high-risk area. Be aware of who is using the bathroom and how long they have been in the bathroom.
- During bathroom breaks position yourself near the bathroom, so you can be aware of any odd or inappropriate conversations, exclamations, etc.
- During meal times counselors must face the dining hall bathrooms so they can visually observe their campers going to and coming from the bathrooms. Make sure your campers are in the bathroom for only a reasonable amount of time.
- During free-time duty, have a high awareness of who is using the bathroom, how long they have been in the bathroom, and watch for any unusual behavior. It is important that you position yourself where you can hear unusual sounds coming from the bathroom – particularly if a child cries out.
- In cabins a staff member should be near the bathroom (within sight and sound of the bathroom) during the periods of time when campers are getting up in the morning or getting ready for bed at night. Make sure only one child uses a toilet or shower stall at a time. Discuss bathroom policies with your campers during their orientation and make sure they understand the rules.

THE LAKE

The lake is considered a natural hazard. Absolutely no staff or campers are allowed to use the lake without the presence of a lifeguard.

All staff and campers are to approach the lake using the road, and not the steep hillside. Counselors are expected to inform the campers and ensure that they follow this procedure.

WATERFRONT EXPECTATIONS FOR NON-LIFEGUARDS

- Assume the duties requested of you by the lifeguards.
- Give your full attention to your duty area at all times.
- Ensure campers do not enter “off-limits” areas (e.g., the boathouse, the hillside, unsupervised areas of the water, etc.).
- It is critically important that you give your entire attention to the water and the safety of children in it.
- Show the lifeguards respect. Please do what they tell you while you are at the waterfront.
- Staff may use the waterfront during their off time under the following conditions:
 - A certified lifeguard is present (this includes all ages of staff and volunteer)
 - Abide by all policies, rules and requests made by the Lead Lifeguard and/or Lifeguard.
 - Follow all posted Waterfront Rules



THE RIGHTS OF A CHILD

Camp Gifford believes that the protection of children and the promotion of their well-being is an integral part of its spiritual ministry. In this, as in all aspects of its ministry, Camp Gifford is following Jesus' mandate to love and care for children.

Camp Gifford believes that every child has the right to:

- Love and security, and the opportunity for personal growth
- Care that promotes physical and emotional health
- Protection against undue hazards and exploitation
- Spiritual and moral training as the foundation for life.

To assure these rights, Camp Gifford staff will:

- Recognize situations in which these basic rights are endangered
- Work directly and with others to deviate or alter the conditions that impede a child's access to these rights
- Know and abide by the applicable state law and PTM policy requirements
- Offer support to the child, the family, and others who are involved

Biblical References

Matthew 18:1-6

Mark 9:36-37

Mark 10:13-15

Luke 18:15-17

If you know or suspect that a child has been the victim of child abuse or neglect:

- You are legally required to report your knowledge or suspicions.
- You are not responsible to diagnose or treat child abuse.
- You are responsible to report suspected child abuse immediately.
- If you suspect child abuse or neglect, report this to the Camp Director or the Program Director immediately. You will need to fill out a Notice of Concern or a Suspected Abuse Report. This report may need to be called into Child Protective Services.
- If you are uncomfortable reporting to the Camp Director or the Program Director, you may report anonymously.
 - Washington State Hotline - 1-866-ENDHARM (1-866-363-4276), toll-free, 24 hour, 7 day-a week
 - THQ Anonymous Reporting Line – abuse.reports@usw.salvationarmy.org, fax 562-491-8519

P.T.M./Child Safety Guidelines

- Never be alone with a camper
- Don't give spiritual, personal, or emotional counseling to campers of the opposite sex
- If you are aware of a sexually aggressive camper, report it immediately to the Camp Director
- If you are aware of a staff member exhibiting sexually inappropriate behavior toward a camper or another staff member, report it immediately to the Camp Director and the DHQ HR Director at 206-217-1212
- Hug only from the side or "A" frame (shoulder to shoulder)
- Don't allow campers or minor staff in your room

Some Indicators Regarding Child Abuse and Neglect

Physical Abuse

If the child has:

- Unexplained bruises and welts on the face, lips, mouth, back, buttocks, or thighs
- Unexplained burns or inflamed tissues as from cigars, cigarettes, or patterned such as an electric iron, or immersion in hot water
- Unexplained fractures
- Unexplained lacerations and abrasions to the mouth, lips, gums, eyes, or external genitalia

The child may be:

- Wary of adult contact
- Apprehensive when other children cry
- Very aggressive or very withdrawn
- Frightened of parents and/or adults
- Reluctant to undress when others are present
- Fearful of personal contact
- Showing uncharacteristic, unexplained changes in behavior

Sexual Abuse

If the child has:

- Anxiety
- Shame
- Self-blame
- Guilt
- Vocabulary or drawing skills that show sexual knowledge beyond the child's age
- Extreme fear of being alone with an adult
- Poor concentration, withdrawal

The child may be:

- Unwilling to change clothes
- Showing infantile behavior such as bed-wetting and thumb sucking
- Showing bizarre or unusual sexual behavior or knowledge in play or conversation
- Having poor relationships with children of the same age or sex
- Showing delinquent or destructive behavior such as running away, stealing, or lying
- Reluctant to take part in physical activities or to shower in the presence of others
- Depressed, suicidal, fearful, or anxious
- Talking about sexual contact with older persons

Some Do's and Don'ts

DO respect the child's right to privacy. Take the child to a private place away from the other children (but within eyesight of others).

DON'T panic or overreact to the information disclosed by the child.

DO reassure the child that you are concerned about what has happened to him/her and that you would like to get him/her some help.

DON'T promise to keep his/her secret, as it will be necessary to make a report to the Camp Director.

DO tell the child that no one should ask him/her to keep a special secret and that it is okay to talk about what happened with appropriate adults - that the child will not be blamed.

DON'T make promises that you cannot keep. Do not promise that the adult will go to jail. Just promise that you will get help.

DO keep it strictly confidential. Discussing allegations of child abuse with others may result in a lawsuit for defamation of character. Take the guidance of the Camp Director or CPS.

DON'T approach the adult yourself. You are not trained in the counseling of abusers nor qualified to handle such a situation.

Discipline of Campers

The disciplinary policy of The Salvation Army Camp Gifford prohibits the use of corporal punishment. This includes, but is not limited to, the following:

- Spanking
- Paddling
- Isolation
- Slapping
- Humiliation

**** It is The Salvation Army policy to never restrain a child.**

CABIN ARRANGEMENTS - All cabins have been set up to accommodate a certain number of campers. Many of the cabins have built in bunks, which may not be moved. Those of you who have cabins containing movable bunks should not re-arrange them without approval of Program Director.

All upper bunks are to be equipped with guardrails, which prevent campers from rolling out of bed. These rails are not to be removed (if you find any missing please report it immediately).



DAILY EXPECTATIONS

In addition to assigned duties, you are expected to participate in the following, unless excused by the Program Director or the Camp Director. Punctuality to these and all events is essential.

Flag Ceremonies

All campers and staff (except food service staff) are required to attend flag ceremonies. Staff is required to set the example by being attentive and respectful. The campers will take turns as flag bearers. It is the responsibility of the counselors to review the proper procedures for flag duty with their cabins. These will be reviewed during Staff Orientation.

Worship

There are regularly scheduled mandatory worship services at camp. These include blessings at meals, a short daily thought and prayer period, a daily chapel service, evening campfire/worship and bedtime devotions.

Campfire

Attendance to all campfire/evening programs is required, unless special arrangements have been made in advance with the Program Director. The program and department head staff may call on any staff member to assist in any program. Staff must be dispersed throughout the campers to help encourage participation, and to help counselors with control.

Cabin Rest Times

During this time, campers and counselors will be together in the cabin. It is an excellent time for campers to write letters home, read, draw, or rest. Also, counselors may choose to read to their cabin groups.

Meals

The support and program staff will sit at a cabin table or a VIP table. The VIP tables are where the campers who do not fit at the cabin tables sit.

Time Off

While camp is in session, you will receive scheduled periods of time off.

Staff Meetings

Departmental and general staff meetings will be held on a regular basis.

EMERGENCY PROCEDURES FOR ALL STAFF

The potential for disaster is always present in a camp setting. Thus, it is important for the entire staff to be prepared. During orientation and throughout the camping season, we will periodically engage in emergency drills. It is important that each staff member learn his/her responsibility the first time these drills are enacted to save time and maybe lives In the event of a disaster of any kind.

CAMP SHUT-OFF LOCATIONS - In the event of an emergency on the campgrounds that would involve electrical, natural gas or water supply, blueprints and charts are available in the camp office indicating shut-off points. Both the caretaker and the camp director should be informed of any emergency involving these areas of concern.

INTRUDERS

In the event of an intruder on the campgrounds:

- Approach intruder, identify yourself, and ask "Can I help you?"
- Escort intruder to the Main Office and notify camp Secretary for sign-in and visitor pass.
- Only people with a visitor pass are allowed on the campgrounds.
- If the intruder is hostile or uncooperative, contact the leadership staff immediately.

GRAFFITI

Counselors will be responsible for controlling graffiti on the walls, bunks and fixtures in their cabins. Sandpaper and cleaning supplies are available to assist you in this. If you know the person who is responsible for the graffiti, a call can be made to their parents requesting permission for that person to clean up the graffiti. If no responsible person can be found, the counselor, or his cabin, will be responsible for cleaning the graffiti off.

EARLY RELEASE OF CAMPERS

If a parent, other relative, or friend should arrive to pick up a camper, they should be directed to the office. No camper shall be released without prior arrangements and proper identification, and permission from the Camp Director.

CAMPERS WITH THE PUBLIC

Campers are not permitted to leave the campground except in the case of emergencies with the permission of the Camp Director. There is a sign out process that must be followed and can only be executed by the Camp Director or Program Director.

FIRST AID PLAN FOR INJURIES

- Slow down, relax, and give careful thought to the problem at hand as you see it.
- Examine the victim where he/she is, in the position in which he/she is found, until you have determined the nature and severity of injuries.
- If the injury is severe (involving the back, head, or neck) send for the Camp Health

Manager and the emergency vehicle. DO NOT MOVE THE VICTIM until the Camp Health Manager determines that it is safe to do so.

- Be conservative in your decisions. It is better to take too many precautions than to take unnecessary risks.
- If the injury is not severe, bring the person immediately to the infirmary. The Camp Health Manager will decide if the camper needs to be taken to the hospital.
- First Aid Kits- There will be first-aid kits in the office, kitchen, shop and the infirmary. First-aid kits will be available for groups going on hikes or overnight trips (it is mandatory to take first-aid kits on these outings). Counselors may be assigned a first aid hip-pack, if so, it should always be worn when camp is in session. All injuries, no matter how minor, need to be logged noting what the complaint was, how it was treated and at what time treatment occurred.

EMERGENCY COMMUNICATIONS

Emergency communications shall be handled as follows:

- If the camp loses telephone service, check for cell phone service.
- The Camp Director or Program Director will be responsible for the communication with appropriate emergency service units and law enforcement agencies.
- The Camp Director or Program Director will contact parents when deemed necessary in emergency situations.
- Media inquiries will be handled by informing the Spokane Corps and DHQ.

INCIDENT REPORTS

Incident reports should be made regarding the following circumstances:

- Injuries requiring medical treatment
- A fire of the camp grounds or facilities
- Natural disasters
- Intruders or trespassers on camp property
- A crisis arising out of camper or staff behavior (e.g., fighting, threatening others, serious emotional outbursts)
- Situations posing serious threat to the safety of others
- Inappropriate conduct between staff and campers, staff and staff, campers and campers and/or admission of a child safety incident at home. This should also be reported to the anonymous THQ & reporting lines and/or emailed to abuse.reports@usw.salvationarmy.org, Fax number – 562-491-8519. Please see Appendix D for the Notice of Concern Form

The incident reports are to be turned into the camp office and given to the Camp Director for assessment. All reports will then be transmitted to the Administrative Offices in Spokane. Incident reports will be reviewed on a weekly basis with the Camp Director and Program Director to prevent or take corrective measures to correct deficiencies in the camping program.

IN THE EVENT OF AN EMERGENCY OR DISASTER, THE FOLLOWING CODED PROCEDURES WILL BE IMPLEMENTED

Code Red – A fire emergency shall be referred to as a CODE RED throughout the procedures outlined below.

Fire anywhere on grounds with the exception of the baseball field (ball field)

- Whoever discovers the fire should immediately notify the Camp Secretary in the Main Office who will notify the Camp Director, Program Director, and the HCM in case there is a need to treat any injured. The Camp Director will call 911. If the offices are closed, call 911 first, and then notify the Camp Director using the walkie-talkie system.
- If the camp is involved in decentralized activities, the Camp Director or Program Director will send runners or notify all staff and campers using walkie-talkie system.
- The Maintenance Director and a designated maintenance person will go to the camp entrances and only allow emergency vehicles on to the property.
- Upon notification of an emergency, the Program Director and Program Staff members will direct all staff members and campers to proceed to the ball field, where they will remain until informed that the emergency is over.
- The Lead Counselors will coordinate procedures at the baseball field.
 - Do a head count of all campers and counselors
 - Do a head count of all other staff on the grounds
- Counselors should be sure to take their campers to the ball field by a route which shall not endanger the safety of the campers (i.e., away from the location of the fire). Upon arrival, counselors should be sure to account for all their campers and to immediately notify their Lead Counselor of a missing camper.
- Emergency exits are posted in all buildings with more than one floor. Counselor lofts are provided with an emergency rope that should be used in the event of emergency. The rope is to be used to lower you to the ground level of the facility. This is done by going out the upper window located in the loft, walking down the bathroom roof while holding the rope, and carefully lowering yourself to the ground. It may be necessary to evacuate campers through the loft exit if the main entrance to the cabin is blocked by fire.

A fire at the ball field

- Procedures are the same as above except staff members and campers shall be directed to the lawn by the flag pole (rather than the baseball field), where they should remain until informed that the emergency is over.

Throughout the emergency, staff members should act calmly and collected. The campers will most likely model their behavior from the examples they see in the staff members. Counselors should be sensitive to the fears and interests of the campers.

Code Blue - A drowning or near drowning emergency shall be referred to as a Code Blue throughout the procedures outlined below.

The Waterfront Staff and the Camp Director shall coordinate emergency procedures at the Lake. In the event that there is a drowning or an emergency at the Lake:

- The Waterfront staff will clear the swimming areas and boat dock
 - All campers, counselors, and any other staff will immediately evacuate to the lawn by the Dining Hall.
 - The Program Director, or Camp Director will activate the emergency alarm system.
- A designated member of the waterfront staff will call the Program Director, or Camp Director by the walkie-talkie and report a code blue at the lake.
 - The Camp Director will appoint runners to inform the staff members of the drowning emergency.
 - The Maintenance Director and Program Director will report to the front gate with a walkie-talkie to meet and direct emergency vehicles.
 - No other vehicles are to be allowed on the camp during a code blue without the permission of the Camp Director.
- If directed, all other campers and staff should report to the ballfield until given the all clear.
- All staff should stay off the roads as much as possible.
- All other staff members and campers are to stay away from the lakefront so that emergency procedures can be carried out swiftly and efficiently.

Throughout the emergency, staff members should act calmly and collected. The campers will most likely model their behavior from the examples they see in the staff members. Counselors should be sensitive to the fears and interests of the campers.

Code Green - A lost camper emergency shall be referred to as a Code Green throughout the procedures outlined below.

- The counselor (or staff member) will report the missing camper to his or her Lead Counselor, who will inform the Camp Director or Program Director.
- The Camp Director, Program Director, and available Program Staff will then conduct a preliminary search to determine if the camper is somewhere on the campgrounds.
- Following the preliminary search, the Camp Director and Program Director shall convene at the Main Office, which shall serve as a command post throughout the search.
- In the event that the camper has still not been found, these staff members will map out further procedures for locating the lost camper. They shall assign one person or a group of persons (with a walkie-talkie) to cover the following areas:
 - Out the camp road in both directions
 - The waterfront area
 - Wilderness camp
 - Campfire pit, and boys' town
 - Girls' town, and the shop
 - The compound
 - The fields around the climbing wall and zip line
- All searchers should present progress reports to the Camp Director and Program Director at the Main Office.
- After a thorough search if the camper has not been located, the Camp Director will notify the proper authorities. The Camp Director will contact the Spokane Corps Officers to map out further procedures as required by the situation.

Throughout the emergency, staff members should act calmly and collected. The campers will most likely model their behavior from the examples they see in the staff members. Counselors should be sensitive to the fears and interests of the campers.

Code Gray - An earthquake or severe thunderstorm emergency shall be referred to as a Code Gray throughout the procedures outlined below.

Earthquake

- All staff and campers are to report to the ball field.
- All counselors will count their cabin group and report any missing campers to the Head Counselor. The Lead Counselor will report to the Camp Director or Program Director.
- The Program Director will supervise all personnel on the baseball field and will make sure that all support and program staff are accounted for and report any missing staff to the Camp Director.
- The HCM, Maintenance Director, Program Director, and the Camp Director will then search for the injured and assess structural damage. No one will leave the baseball field until the team returns and deems the camp safe.

Thunderstorm

- The Camp Director or Program Director will issue the following announcement:
 - *“All staff members we have a Code Gray situation. Please return to your quarters.”*
- The Camp Director or Program Director will notify the Waterfront Director so that the lake may be cleared immediately.
- The camp administration and Lead Counselors will meet in the Main Office to clarify weather conditions and procedures. Following this meeting, Head Counselors will report to their areas to supervise procedures throughout the emergency.
- The following people will report to the Main Office and serve as runners: Nature Director, Lead Lifeguard, Lifeguards, and Arts & Crafts Directors.
- All other staff should report to their quarters immediately and remain there until the Code Gray is declared over by the Camp Director.
- Count cabin groups and report to the Lead Counselor who will then direct their counselors and campers to move quickly to their respective cabins and stay inside at all times until the emergency is declared to be over.
 - Campers and staff should move under their bunks only when specifically instructed to do so by the runner or Head Counselor.
 - Staff and campers should stay away from glass windows at all times during the emergency.

Throughout the emergency, staff members should act calmly and collected. The campers will most likely model their behavior from the examples they see in the staff members. Counselors should be sensitive to the fears and interests of the campers.

Code Yellow– A sailing emergency shall be referred to as a CODE YELLOW throughout the procedures outlined below.

The Watercraft Lead and the Camp Director shall coordinate emergency procedures at the Lake.

- The instructor in the safety boat will proceed to the scene and render assistance.
- If it is determined that emergency help is needed a designated member of the sailing staff will call the Program Director, or Camp Director by the walkie-talkie, VHF, or phone and report a code yellow at the lake.
- The Watercraft Lead will call 911 have them proceed to
 - Camp Gifford at 3846 N Deer Lake Rd, Loon Lake, WA 99148. **OR**
 - Deer Lake Resort at 3906 E Canyon Springs Way, Loon Lake, WA 99148
 - Depending on which is closer or more accessible at the time
 Be prepared to tell 911:
 - Current location of injured person
 - Description of boats (if requesting on-water help)
 - Where you plan to bring injured person ashore
 - Age/gender/number of injured people
 - Type of injury/situation
 - Your name and call back number
- The Waterfront staff will clear the swimming areas and boat dock and all campers, counselors, and any other staff will immediately evacuate to the lawn by the Dining Hall.
- The Camp Director will appoint runners as needed to inform the staff members of the emergency
- The Maintenance Director and Program Director will report to the front gate with a walkie-talkie to meet and direct emergency vehicles.
- No other vehicles are to be allowed on the camp during a code yellow without the permission of the Camp Director.
- The instructor on the safety boat will inform the other instructor of the issue and have students go to safety position during the emergency
- Using techniques appropriate to the injury, staff will bring the injured sailor aboard the safety boat and transport to the location specified with 911
- The other sailors will proceed back to camp following the boat careful not to get in the way.
- All staff should stay off the roads as much as possible.
- All other staff members and campers are to stay away from the lakefront so that emergency procedures can be carried out swiftly and efficiently.

Throughout the emergency, staff members should act calmly and collected. The campers will most likely model their behavior from the examples they see in the staff members. Counselors should be sensitive to the fears and interests of the campers.

Code Orange - An emergency on the Challenge Course shall be referred to as Code Orange throughout the procedures listed below.

Only those trained and certified can lead campers through the ropes course. The Challenge Course should never be used for personal recreation.

- Assess the situation: Is it a minor or major injury?
- Communicate the emergency up the chain of command if a major injury
- Report all injuries in the incident log.

Emergency Action Steps

- Check the scene and the victims
- If necessary radio the main office to call 911
- Care for the victims
- If it is determined that emergency help is needed, radio the main office first to call 911. Give as much information as possible about the victim's condition and the cause of the emergency. Give your exact location. Stay Calm. Remain near the radio and wait for further instructions.

Minor Injuries

- Stop the activity and assess the situation
- Provide immediate necessary treatment
- At no time should you administer any medications
- If the injured person feels that they can return to the course, let them
- Make sure you address the group on what could have prevented the injury
- Check in with the individual throughout the course
- Record the injury in the incident report log and follow up with Operations Director immediately after seeking treatment from the Health Care Manager

Major Injuries

- Stop the activity and assess the situation
- Radio the main office to call 911
- Administer first aid
- Check, Call, Care, Airway, Breathing, Circulation, and stop bleeding
- Utilize other staff to help control and organize uninjured campers and remove them from the situation
- DO NOT MOVE THE INJURED VICTIM UNLESS THEY ARE IN DANGER OF FURTHER INJURY
- Wait for help to arrive and give them the current condition of the victim and what care has been given
- Record the injury in the incident report log and follow up with Operations Director upon seeing the Health Care Manager for treatment

Reporting and documenting an accident or injury

***All logs and reports must be completed as soon as possible.*

- Fill out the Accident/Incident log in detail, be specific.
- Document your course, including time/date, number of people/facilitators on the course, what activities were played before the incident, what was covered in the briefing of the course, and any other information that may be helpful. Only state the facts.
- A verbal description of the event must be made to the Program Director upon completion of the course. (If unavailable, report to the Camp Director.)

Throughout the emergency, staff members should act calmly and collected. The campers will most likely model their behavior from the examples they see in the staff members. Counselors should be sensitive to the fears and interests of the campers.

HAZARDS AT CAMP

PROPERTY AROUND THE LAKE - Deer Lake is surrounded by some hills, many of which are private property. Campers are not allowed to hike on these hills without the guidance of the Program Director and qualified staff. In addition, a staff member with CPR and first aid certification will need to accompany the group.

THE LAKE - The lake is considered a natural hazard. Absolutely no staff or campers can use the lake without the presence of the lifeguard. A staff member with CPR qualifications should accompany any boaters boating outside the restricted areas marked by buoys that are a part of the camp. All staff and campers are to approach the lake using the ramp or road.

ANIMALS - Staff and campers should avoid any contact with wild animals. If contact is made, notify the HCM immediately. To be safe, you must assume all wild animals are dangerous. The best way to avoid any incident with a snake is to make noise while walking or on a hike. If you do come across a snake, walk around it— do not handle it.

TRAFFIC SAFETY - Speed limit signs have been posted to encourage motorists to slow down. Counselors are to instruct their campers about traffic safety in the camp. Campers should be instructed to NEVER cross the street until their counselor blocks traffic and verbally tells them to cross.

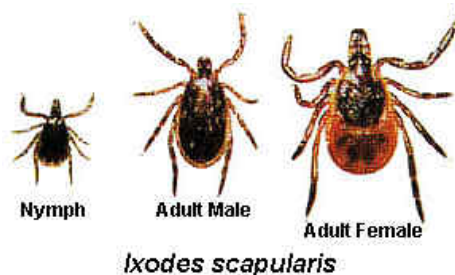
- Vehicles are to observe camp rules, and not drive over 5 miles per hour on the campgrounds.
- Campers are not allowed to play around staff or camp vehicles. When loading and unloading campers from buses, counselors are to assist and direct campers ensuring the safety of the camper.

ELEVATION CHANGES ON PATHS

Care should be taken on trails and paths where this condition exists. Use the center of the path when meeting others.

WOOD TICKS

Wood ticks are found at Camp Gifford during the warm months. Ticks move about on the skin for several hours before attaching themselves to the skin. After walking through the brush, you should inspect yourself and have your campers check themselves immediately. If a tick has attached itself, do not try to remove it, see the HCM immediately.



EXPOSURE CONTROL PLAN

This information is provided to camp employees in partial compliance with OSHA's blood borne pathogen standard. It is the intent of the camp to educate people about issues related to exposure to body fluids, to use management techniques and equipment to minimize exposure risks for employees, and to monitor individuals' use of these techniques. The camp program recognizes universal precautions as an effective control measure. This describes the application and monitoring of potential sources of risk in the camp program, the steps taken by camp to protect employees, and the actions taken by camp if blood or body fluid exposure occurs.

Exposure Determination

Job classifications which by virtue of job description incur the risk of exposure to blood and other bodily fluids:

- Health Care Manager

Job classifications which by virtue of job description provide first aid care as an ancillary rather than as a primary task:

- Program Staff
- Counselors
- Lifeguard

All other job classifications are not expected to provide first aid but rather to refer people in need to the Healthcare Manager.

Hepatitis B vaccinations

Camp Gifford makes available the Hepatitis vaccination series to all employees who have a potential for occupational exposure in their normal line of duty (see exposure determination for a list of positions with potential exposure). These are available at no cost to the employee. All employees that receive the vaccination will receive documentation as proof of vaccination. This documentation will be kept in the employee's confidential personnel file. The Salvation Army is responsible for providing access to the Hepatitis B vaccination within 10 days of initial assignment or ten days after exposure, per the terms of the employees' contracts.

Exceptions to the vaccination policy may be granted if the employee:

- Has previously received the complete Hepatitis B vaccination series (proof is required),
- Is immune from Hepatitis B virus (as established by documented antibody testing),
- Cannot take the vaccine for medical reasons (documentation is required)
- Signs a statement declining to receive the Hepatitis B vaccine.

***If the employee initially declines the Hepatitis B vaccine, but a later date decides to accept it, the vaccine will be made available to the employee, within the terms of his/her contract.*

Exposure Control Training

Camp Health Care Staff can reasonably expect to come in contact with blood and other body fluids. The potential for exposure to transmitted diseases is greatest for these staff members. However, all members of camp staff may come into contact with blood and other body fluids. All camp staff is oriented to the potential for exposure. The camp keeps a record of who has received the education and its content on file for three years. Orientation includes:

Identification of risk areas – Contact with blood-borne pathogens (e.g., hepatitis, HIV), contact with airborne pathogens (e.g., common cold, TB), contact with surface-borne pathogens (e.g., staff infections).

Education about the nature of the risk – Method of transmission, virulence of pathogens, resistance factors related to potential host, symptoms and information sources which provide clues to potential risk areas.

What camp does to minimize exposure:

- Make available personal protective equipment (PPE) – Gloves, CPR mask, Anti-microbial soap, (eye, nose, and mouth) shield, and body fluid spill clean-up kits.
- Train staff in proper disposal procedure for hazardous waste.
- Screen individuals who come to the program.
- Require participants to provide health information.
- Use of universal precautions by staff.
- Provide Hepatitis B vaccination for Health Care Staff: Camp pays for vaccinations done by the local provider during the Health Care Staff's contracted time. Camp encourages nonvaccinated Health Care Managers to get vaccinated.
- Provide a marked sharps container for disposal of sharps in the infirmary.
- Provide resource personnel to answer questions: Camp Health Care Manager

What you can do to minimize risk:

- Use Personal Protective Equipment (PPE)
- Use gloves when in contact with body fluids or providing skin treatment (e.g., applying medication to poison ivy, washing a rash).
- CPR mask is used to provide CPR/artificial respiration.
- Wash hands for a minimum of 15 seconds with antimicrobial soap after removing gloves, contact with potential risk, and unprotected contact with any bodily fluid.
- Wash hands for a minimum of 60 seconds with antimicrobial soap after blood splash.

- Use of body fluid spill's clean-up kit.
- Vaccination to protect from hepatitis B.
- Participate in education about disease control.
- Immediately report suspected exposure (e.g., needle stick) to supervisor.
- Perform job tasks in a manner which minimize/eliminate exposure potential.
- Dispose of "sharps" (needles, etc.) in marked container in Health Care Center

Personal Protective Equipment (PPE) Locations

- PPE can be found in the Universal Precaution Kits which are located in the following areas: restrooms in boys' and girls' town, health center, dining hall, and wilderness camp. The Universal Precaution Kits contain: latex gloves, bleach, mop & bucket, and a spray bottle. Additional latex gloves are readily available in the Health Care Center.
- Resuscitation masks are available in the Health Care Center and in Wilderness Camp First Aid Kit.

PPE Use

- All camp staff will be trained in the use of gloves during orientation. Camp staff will sign a statement acknowledging this training and their intent to use Universal Precautions.
- A container of gloves is found at every activity area and in every cabin.
- Prior to exposure, gloves will be put on.
- Remove gloves so contact is not made with the outside of the glove.
- All gloves are single use type and will be disposed of once worn. Gloves and masks will be disposed of in the Health Care Center in the designated container. If a glove or mask is used outside the Health Care Center, put it in a zip-lock bag and bring it to the Health Care Center for disposal.
- Wash hands immediately after removing gloves.

Cleaning Blood or Bodily Fluids

- All equipment and surfaces will be cleaned with disinfectant immediately after contact with blood or body fluids.
- In the Health Care Center all wastebaskets and laundry receptacles will be cleaned daily. Protective surface coverings will be picked up with a broom and dustpan.
- Contaminated sharps will be kept in the designated container in the locked medication closet and discarded at the end of the camp season by returning the entire container for disposal as per protocol.

First Aid Kits

- First aid kits are kept in Health Care Center, Dining Hall, Program Office, Craft House, Nature Hut, Boat House and at Wilderness Camp. Each kit has instructions to document

first aid kit use. It is the job of the Healthcare Manager to make sure that each kit is checked for supplies and replenished.

- First aid supplies are available in the Health Center. The HCM makes first aid kits appropriate to the needs of the camp program and trains staff about their use. A record of first aid care is documented in each kit. The HCM periodically checks the kits, restocks them, and monitors record keeping.

HEALTHCARE PLAN FOR CAMP

The goal of Camp Gifford Health Services is to promote wellness and independence through a comprehensive health and teaching program.

The health-related needs for the staff, volunteers, and campers include, but are not limited to:

- The need for an organized efficient healthcare system at camp
- The need for competent healthcare staff to assess health problems, develop and implement a plan to address the problem and to evaluate the results of the plan.
- The need for a monitored environment that decreases the risk of communicable disease, and policies that reduce health related hazards.
- Security of knowing professional healthcare support is available and a system for providing care is planned.
- All health beliefs are to be respected and tolerated for each individual.
- The need to inform and assure parents that health is a program priority.

Health Plan Policy

The Salvation Army Camp Gifford has a Health Care Manager available while camp is in session in order to administer first aid to all campers, volunteers, and staff members. Additionally, we have 24-Hour access to Providence St. Joseph's Hospital.

Anytime a serious injury or illness is reported to the Health Care Manager, staff must immediately contact Camp Director or the Corps Commanding Officer in Spokane and then make referrals to appropriate outside sources. The decision to call an ambulance and to notify parents concerning a camper, volunteer or staff must be approved by the Camp Director, the Corps Commanding Officer in Spokane, or the acting administrator in their absence.

Emergency Responses

Emergency transportation is provided by a camp vehicle or 911 services. The HCM and Camp Director cooperatively decide which mode of travel will be used. In general, 911 services are used when the victim is not stable and/or has need for special equipment.

Staff will be trained in emergency response during orientation, this training will also be supported by sessions led by the Camp Health Care Team. The waterfront staff will also be trained and will rehearse emergency procedures on a regular basis. Please refer to Waterfront Manual for Procedures specific to waterfront.

The HCM is designated to educate staff so they understand the scope of care they can safely provide for routine injuries. Staff members are expected to adhere to training guidelines.

Emergency Contact Notification

Camp Gifford will attempt to reach the emergency contact of any camper, volunteer or staff member under the age of 18 that has need for healthcare services that camp is unable to provide. If the Healthcare Manager believes immediate medication or treatment to be necessary, the parent will be notified within reasonable time of the incident.

Any over-night admission to the health center is evaluated on a case by-case basis. Adult staff member or volunteers' parents are not routinely notified unless the staff member or volunteer is in an accident or illness situation, where they cannot personally notify their family.

Emergency Provider Information:

Providence St. Joseph's Hospital, Chewelah (24 Hour ER)
Address: 500 E. Webster, Chewelah, WA 99109
Phone: (509) 935-8211

Insurance Carrier:

Specialty Risk Services (SRS)
P.O. Box 8116 – Pleasanton, CA 94588
Phone: (888) 548-0157

Injuries

Injuries suffered while attending camp or while on duty as a volunteer or staff person will be evaluated by the Healthcare Manager in our Health Care Center, free of charge. In case attention by an outside provider is necessary, the following policy is in place:

TSA Insurance will not take responsibility over the cost of the following:

- Fees related to a pre-existing condition will be the responsibility of the individual
- If a staff member is injured off site, during time off, payment is the responsibility of the individual

TSA General Liability Insurance will take responsibility over the cost of the following:

TSA Workers Compensation Insurance will take responsibility over the cost of the following:

- Staff injured on-the-job or while participating in a camp activity
- Illness related fees (not from pre-existing condition) will be filed with TSA insurance as a onetime emergency. The residual cost is the responsibility of the family.
- Medications required while at camp due to camp acquired illness or injury will be the responsibility of TSA insurance.

DOCUMENTATION

It is the responsibility of the Healthcare Manager to document all care administered. Failure to properly document all treatments, medication and illness or injury is grounds for dismissal. The following forms are to be used for proper documentation:

Medical Forms

- Daily Log - All treatment provided to campers, volunteers and staff must be recorded and initialed in the Daily Log.
- Medication Administration Records (MAR) - All regularly scheduled medications dispensed by the HCM (including scheduled OTC medication) is to be documented in the Medication records.
- Incident Report Form - All accidents that require outside medical treatment or evaluation, must have an incident report form filled out. Incident report forms must be filled out entirely by a Health Care Manager and a copy must be given to Camp Director. Incident report forms should be filled out and turned in immediately after seeking any medical treatment. All incidents must be reported to SRS within 24 hours of the incident.
- Medical Progress Notes - This form is used when a camper spends the night in the Healthcare Center. You will keep progress notes on the camper and document a call to the parent or guardian. All overnight visits need to be thoroughly documented and signed, including notes on the purpose of release.
- Counselor Medical Notification – All counselors must use a Counselor Medical Notification form to provide any medical information that is considered helpful and necessary for each camper in the cabin group. This form will be distributed to each counselor on the first day of camp.

Record Keeping

- Medical records – Camp Gifford will keep medical records as detailed by the Blood Borne Pathogens Standard for the duration of employment plus 30 years.
- Training records - Camp Gifford will keep training records as detailed by the Blood Borne Pathogens Standard for three years from the date of training.
- Availability – Relevant medical records are available for the health care professional evaluating a worker after an exposure.

Post-Exposure Plan for Camp

If a blood exposure incident occurs, those affected must immediately notify the camp Health Care Manager. Camp employees who have a blood exposure incident are eligible for follow-up treatment. Records of the incident are maintained for the duration of employment plus thirty (30) years by the camp director and according to OSHA requirements (i.e. separate from

personnel records). Camp administration debriefs each incident in an effort to identify ways to improve the camp's exposure risk.

All employees are trained in Universal Precautions, and are expected to follow the standards as a policy. The camp's HCM provides some assistance in each of the above-mentioned departments, depending upon the health situation.

Caring for the injured or ill at camp

- General Camp Staff - There are two levels of health care in which camp staff will participate in maintaining the health of campers and act as a support role when an illness or injury arises. It is the responsibility of the entire staff to help monitor the health status of those in camp and refer those in need to HCM as soon as possible.
- Staff must assist injured people according to the level of their training, initiate the camp emergency response system per protocol, and relinquish care of an injured person to the designated camp emergency response team. If needed, the staff — with guidance from the Director and HCM — organizes and drills camp emergency responses so that everyone knows their responsibility. The HCM is designated to educate staff so they understand the scope of care they can safely provide for routine injuries. Staff members are expected to adhere to training guidelines.
- In the cabin - It is the responsibility of counselors to monitor self-care (e.g., teeth brushing). While enjoying unscheduled time, it is the responsibility of staff to be aware of camper activity around them and appropriately intervene. Each of these needs attention in a way that compliments the campers' developmental stage.

Response to injury and illness – Anyone who is too ill to participate in the program should be under the care of the Camp HCM. As a result, staff is to refer sick people to the HCM for assessment and assist with providing an appropriate activity level for those in a recovery mode.

The camp position with regard to injury is based on the State Good Samaritan law and use of universal precautions. Staff assist injured people according to the level of their training, initiate the camp emergency response system per protocol, and relinquish care of an injured person to the designated camp emergency response team.

- Seizure Care - If a person has a seizure the protocol below is to be followed:
 - Assist the person to a side lying position and remove all objects that are close by.
 - Ensure the head is level and turned to the side.
 - Call for help from someone close by.
 - Remain with the person.
 - The Health Care Manager will administer any needed medication by physician's order and then transport the person to the health center.
 - Document all seizures.

- Fever Care - All persons with fever will be cared for in the health center and will not be allowed to return to camp activities until released by the Health Care Manager. All persons that are vomiting must remain in the health center until released by the Health Care Manager.
- Special Diets at Camp - Camp Gifford makes every effort to allow campers to meet their special dietary needs if necessary for health reasons. The parent is responsible to inform camp of the special diet needs. The parent must furnish any special foods required. The parent and Food Service Manager will work out the menu substitutions and agree in writing to the alternate menu or menus.

Health Center Access

Located in the center of camp, the Health Center is open and available at all times for emergencies. Amenities include:

- Locking cabinets, for proper storage of medication
- Waiting area, an examination room, an isolation room (to be used as necessary), crutches, a wheelchair, necessary bandages, slings, and other first aid items
- Basic medication (An inventory is taken at the start and conclusion of the camping season)
- Handicapped-accessible shower
- Telephone (staff also carry walkie-talkies)
- Immediately after breakfast, lunch, and dinner, and evening program the health center is open for minor illness or injury needs and treatments
- Immediately after evening program the health center is open for medication administration

The Health Center may be accessed for needs during the night by knocking on the front door. No one is to take medication or other supplies without the Healthcare Manager (HCM) present.

Medication

All medication is kept in a locked area.

Routine personal medications are administered under the supervision of the HCM and in accordance with orders from a physician or – as in the case of vitamins – upon the request of parents. The HCM makes special arrangements with a person if their medications need to be taken at a different time other than during a meal.

Use of “as needed” medication is supervised by the HCM. Rationale for providing medication must be documented. The camp recognizes that most over-the-counter meds can be administered by people educated to do so, but the decision to use most medications requires professional assessment. It is the responsibility of the Healthcare Manager to administer medications.

In cases where questions exist about medication, the HCM must contact the appropriate person (i.e., prescribing doctor, parent) by phone to clarify the issue. This conversation is documented in the MAR form and when possible supported by an order with the consulting individual's signature.

It is possible that a parent may send a camper with a variety of medications packaged together. The HCM may not be able to identify them. The HCM may not administer medication unless it is clearly labeled. The HCM is expected to refuse to give a medication that does not meet safety guidelines. On the day of arrival at camp, the camper is to have medication in the original bottle with the prescribed dosage.

Camper Health Records (Health Forms)

Sending units are required to turn in a camper health form at the time of enrollment of the camper.

Any changes to the prescribed dosage need to be in writing from the camper's physician. The Healthcare Manager is to review the camper health form for completion and signature when the camper arrives and gets any needed information while the sending unit is still on the grounds.

For arriving campers, the parent or sender is to report to the Healthcare Manager and review all necessary medication, treatment, and medical care. The Healthcare Manager will make sure all instructions are documented. The camper health records become a part of the permanent camp records and are filed by term and year in the medical forms file.

The Medical Team Orientation

The Summer Camp Program Director and the Healthcare Manager lead the healthcare team's orientation. It includes:

- Pre-camp duties
- Recordkeeping procedures
- Parent notification
- Responsibility in emergencies
- Opening day responsibilities
- Closing day responsibilities
- OSHA Standards, Healthcare Plan, Exposure Control Plan

Documenting of Incidents

The Camp Gifford HCM is responsible to document all medical procedures, medication administration, all visits to the health center, and all physician visits. In addition to these

documents, all of the following incidents must be documented and signed by the Camp Director and HCM:

- Camper abuse (at home or at camp)
- Counselor abuse of campers
- Near-drowning
- Run-away camper
- Persons dismissed from camp due to illness or injury
- Medical personnel suspected of performing unsatisfactorily

Safety and Sanitation Practices:

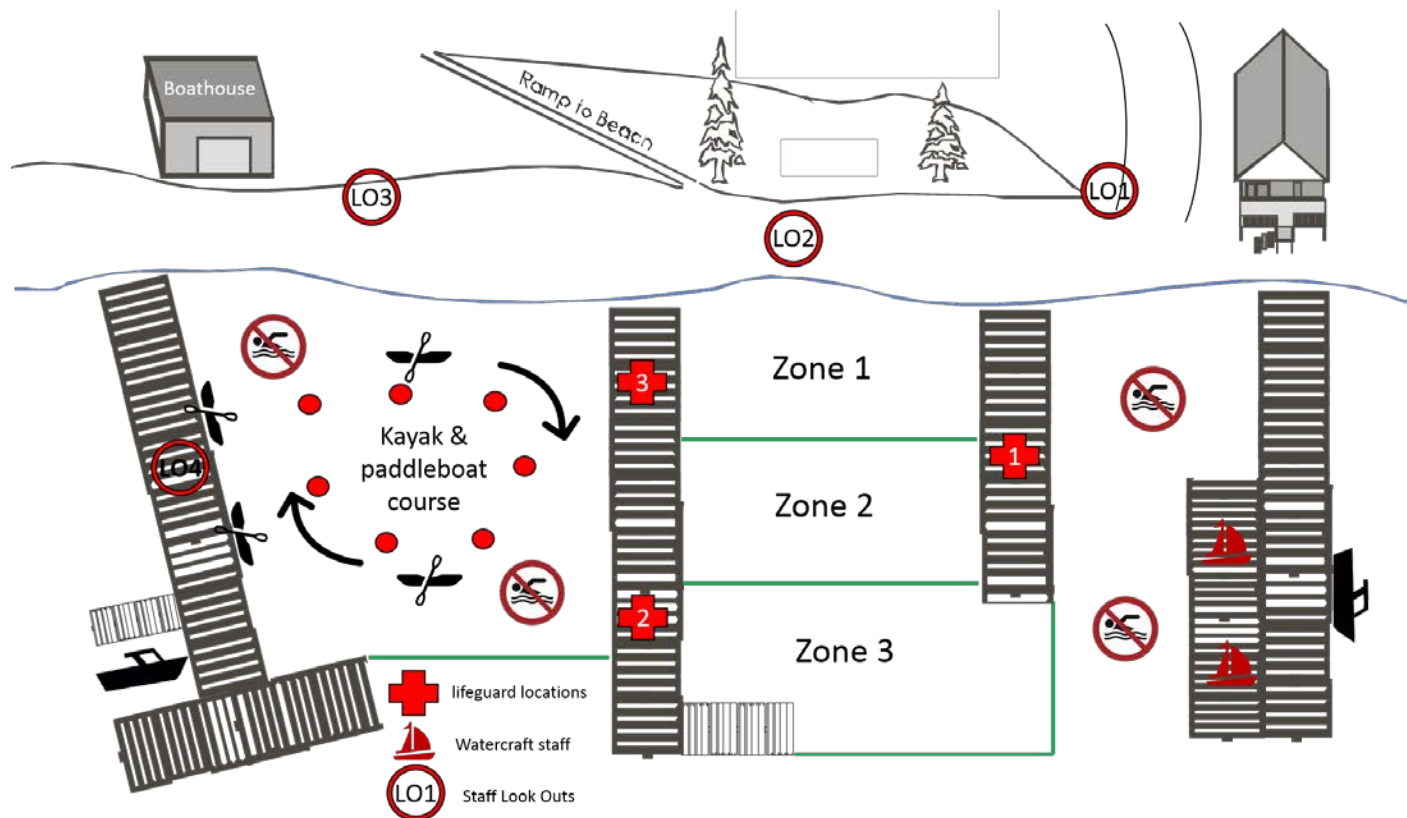
- Hygiene - The responsibility of camper hygiene is under the supervision of the counselor. Employees are responsible for their own hygiene. If hygiene falls below acceptability standards, the employee's supervisor will address the subject in private.
- Medication - The storage and distribution of medication falls under the responsibility of the HCM.
- Maintenance - All maintenance employees are trained by the Operations Director in the use of hazardous materials as it relates to their job duties: how to clean a spill, the location of emergency spill kits, and who should be notified. The Operations Director is responsible for following up by properly documenting the incident and notifying the Camp Director. All maintenance employees are trained by the Operations Director in the proper use of all relevant equipment and emergency procedures.
 - If any incident causes an injury to a camper or to a staff member, the Healthcare Manager and the Office Manager are to be notified immediately so that the proper paperwork can be completed promptly. All sanitation practices come under the direction of the Operations Director.
- Food Service - The Food Services Manager is responsible for ensuring that all employees are trained in the proper procedures for preparing, serving and storing food(s). The Food Services Manager also trains employees in basic sanitation and proper cleanliness of the kitchen and dining areas.
- Housekeeping - All housekeepers are trained in proper sanitation methods as it relates to housekeeping. This department falls under the supervision of the Operations Director.

Health Care Plan Review

The health care plan is to be reviewed each year and adjustments made to suit the upcoming camp season. All old copies are to be filed in the permanent records and new dated and signed copies distributed to the Health Center and Director's Office.

WATERFRONT GENERAL RULES

- Dress neatly. Staff must be in uniform and identifiable. Each lifeguard should have the following equipment while on duty: lifeguard shirt, rescue tube, whistle, CPR mask, and gloves.
- Report for duty on time. Always be present when you are on lifeguard duty. Do not leave your station until relieved by another lifeguard.
- Be aware that you can be held liable for your actions or inaction.
- Never leave the waterfront unattended while in use.
- Do not swim alone.
- Bring concerns about the waterfront facility and program to the immediate attention of the Program Director.
- Come to the waterfront ready for duty.
- When using medication, be certain it will not affect your job performance.
- Abusive or foul language is prohibited.
- No diving is permitted in areas less than 6 feet deep. The only exception is during instructor-monitored lessons.
- Lifeguards must wear sunblock and sunglasses.
- Found articles will be brought to the flag pole at the end day.
- Staff and campers are only permitted at the waterfront during designated hours and only when lifeguards are on duty.



LIFEGUARD RESPONSIBILITIES

A professional lifeguard has two primary responsibilities:

1. Preventing accidents through people management skills, consistent enforcement of rules, scanning swimmers for distress signs, systematic coverage of protection zone, and enforcement of the 10/20 rule
2. Providing effective rescue and emergency care of guests by using rescue tube/equipment, following your facility's Emergency Action Plan protocols for rescue, resting and observing the victim after removal from water, providing follow-up care and completing reports

Lifeguard Locations - standard coverage for the designated swimming area should be:

- 1 lifeguard on the short swim dock scanning all 3 zones with attention to diving area
- 1 lifeguard on the long swim dock scanning zone 1 and no swim boating area
- 1 lifeguard on the long swim dock scanning zones 1 & 2 with attention to the diving dock
- Secondary - 1 lifeguard on the dock where the pontoon boat is docked covering the kayak and paddleboat area.

Spotter Locations – non-lifeguard staff assisting at the waterfront

- 1 spotters by the road down to the waterfront to keep count of the number of campers on the waterfront, administering basic first aid, and checking for shoes.
 - o A maximum of 75 swimmer at all times, or a 25/1 camper to lifeguard ratio.
- 1 at the lifejacket tree distributing and collecting lifejackets
- 1 assisting campers getting in and out of canoes and paddleboats, and watching non-swim boating area
- 1 on the beach in front of zone one monitoring the shallow water and beachfront

Watercraft Staff

- Sailing staff must be at the waterfront when the program is open to campers
- Anyone on the boat or Sailboat dock must be wearing a life jacket and the jacket must be zipped up or all snaps must be closed.
- Closed toed shoes must be worn on the sailboat dock.

Buddy Check Basics

- Campers will be assigned a buddy prior to entering the water
- Buddies stay together, monitor each other, and alert the safety team if either needs assistance or is missing
- Buddies are normally in the same ability group and remain in their assigned area. If they are not of the same ability group, then they swim in the area assigned to the buddy with the lesser ability.
- Roughly every 10-15 minutes, or as needed to keep the buddies together, the Waterfront Staff gives an audible signal, such as a single long whistle blast, and a call for "Buddy Check."

- Buddies are expected to exit the water and raise each other's hand before completion of a slow, audible count to 10
- Once everyone has a buddy, a count is made by area and compared with the total number known to be in the water. After the count is confirmed, a signal is given to resume swimming.

Scanning - Looking for potential danger situations is best accomplished by systematically scanning the area for which one is responsible. While scanning, be sure to:

- Watch for weak swimmers or potential danger situations
- Keep the eyes moving
- Divide scanning time unequally (danger areas take priority)
- Check to see that people come up from dives and floats
- Check the deck (remember that a lifeguard's primary responsibility is the waterfront)
- Include other lifeguards in every scan
- Reduce boredom and fatigue by regularly rotating lifeguards

10/20 Rule of Scanning

10 seconds: Each station has a zone to scan. The assigned guard should scan that zone every 10 seconds.

20 seconds: A person in trouble should be reachable within 20 seconds.

NOTE: A struggling person can only stay above water for 10 seconds.

High Risk Locations at the Waterfront – these locations require particular vigilance and attention by waterfront staff at all times

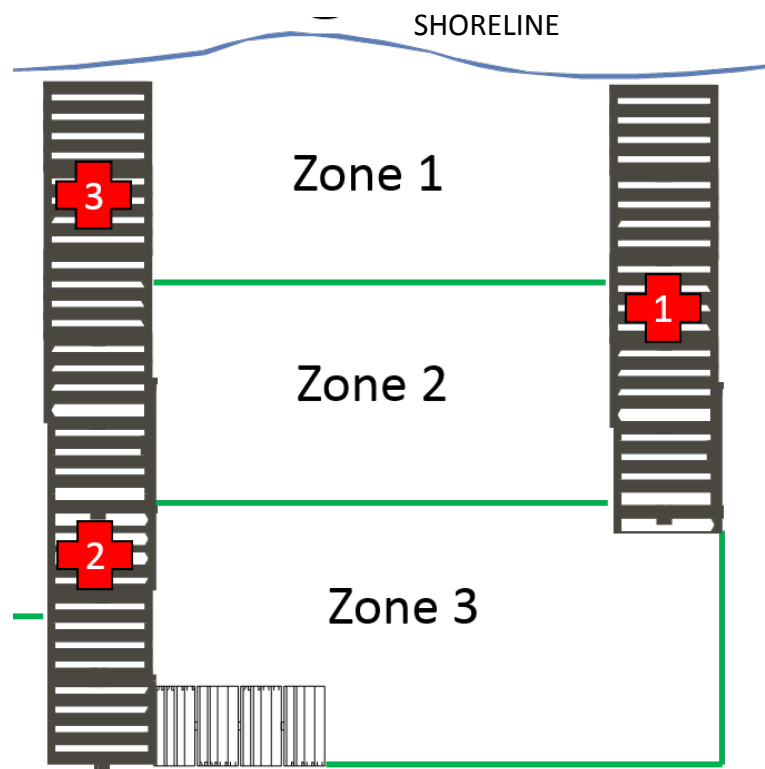
1. Deep water
2. Ladders and stairs into the water
3. Dividing docks and lane lines
4. Under and behind lifeguard stand
5. Corners and edges of the docks
6. Dock decks as they become slippery when wet
7. Slopes going from shallow to deep
8. Sticks, rocks, and other hazards on the lake bottom

Lifeguard Whistle Codes

- 1 short blast and a pointing finger is used to get an individual's attention or enforce a rule
- 2 short blasts with a fist held above one's head indicating the lifeguard needs assistance
- 3 short blasts and a point means the lifeguard is leaving their zone of coverage and activate the Emergency Action Plan
- 1 long blast clears the water

Swim Test Standards

- Zone 1 - Non-swimmer (RED wristband) – unable to keep their head out of the water without touching the bottom. Unable to demonstrate any swim stroke with proficiency
 - Non-swimmers are restricted to Zone 1
- Zone 2 - Non-proficient swimmer (YELLOW wristband) – able to propel themselves forward in the water and keep their head above water. Proficient in dog paddle as minimum standard.
 - Non-proficient swimmers are restricted to Zones 1 and 2
- Zone 3 - Proficient swimmer – able to swim with their head above water for a minimum of 50 feet and tread water for a minimum of 30 seconds.



In-Service Training - Waterfront staff and employers shall recognize the need for regular review of procedures and skills assessment. In-service training should include:

- Evaluation and practice of emergency procedures designed specifically for the waterfront
- Review and practice of supervision, recognition and rescue skills
- Practice use of safety equipment
- Review of supervision policies and procedures
- Review and practice of first aid skills including use of first aid

Emergency Action Plan

- Active Drowning Victim – Lifeguard in the water
 - Notify – 3 short whistle blasts and a point means the lifeguard is leaving their zone of coverage and activate EAP
 - Other guards echo the activation and point to the guard in the water
 - Ensure staff are aware of the situation and know who is involved
 - Perform rescue
 - Other guards adjust to provide backup coverage
 - Post Rescue
 - Lifeguards not immediately involved in the rescue will clear the swim area with 1 long whistle blast if needed
 - Provide first aid as necessary
 - Waterfront staff contact the Health Care Manager, Camp Director, and Program Director
 - If necessary leadership calls 911
 - Replace rescue equipment
- Submerged Swimmer
 - Notify - 3 short whistle blasts and a point means the lifeguard is leaving their zone of coverage and activating the Emergency Action Plan
 - Other guards echo the activation and point to the guard in the water
 - Waterfront staff contact the Health Care Manager, Camp Director, and Program Director and advises “Submerged victim. Guard in the water. Rescue in progress. Call 911.”
 - Leadership calls 911
 - Implement Code Blue on camp
 - Perform rescue
 - Nearest guard brings rescue bag
 - Other guards adjust to provide backup coverage
 - Post rescue
 - Perform a “Buddy Check” and clear swim area with 1 long whistle blast if needed
 - Provide first aid care
 - Replace rescue equipment
 - Provide post-incident reporting
- Missing swimmer
 - Notify - Activate the Emergency Action Plan by saying, “Missing swimmer”
 - Waterfront staff contacts the Camp Director, Program Director, and Health Care Manager with the missing person’s name and last known location
 - Clear swim area with 1 long whistle blast if needed
 - Search - leadership directs camp staff to look for missing swimmer in other parts of camp

- Waterfront staff begin a search of the last known location of the missing swimmer
- Lookouts begin a search of the local waterfront area
- Lifeguards search entire swim area
- Post rescue
 - Provide rescue breathing or CPR as required
 - Provide first aid care as needed
 - Replace rescue equipment
- Provide post-incident counseling for witnesses and staff

APPENDIX A

LISTS OF ACCEPTABLE DOCUMENTS**All documents must be UNEXPIRED**


Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|-----------|---|------------|---|
| 1. U.S. Passport or U.S. Passport Card | | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | 3. School ID card with a photograph | | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card | | 4. Native American tribal document |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | 5. U.S. Military card or draft record | | 5. U.S. Citizen ID Card (Form I-197) |
| | | 6. Military dependent's ID card | | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | 7. U.S. Coast Guard Merchant Mariner Card | | 7. Employment authorization document issued by the Department of Homeland Security |
| | | 8. Native American tribal document | | |
| | | 9. Driver's license issued by a Canadian government authority | | |
| | | For persons under age 18 who are unable to present a document listed above: | | |
| | | 10. School record or report card | | |
| | | 11. Clinic, doctor, or hospital record | | |
| | | 12. Day-care or nursery school record | | |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | | | |

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

APPENDIX B



Washington State Department of
Labor & Industries
Employment Standards Program
PO Box 44510
Olympia WA 98504-4510
Phone (866) 219-7321 FAX (360) 902-5300

PARENT/SCHOOL AUTHORIZATION

For parents or legal guardians and school officials to indicate approval for a minor employee to work according to the terms listed by the employer and within the limits of the child labor regulations.

Email: teensafety@lni.wa.gov or Web page: www.TeenWorkers.Lni.wa.gov

This is not a Minor Work Permit

Employers must have a minor work permit endorsement on their Business License for each work location with employees under age 18 and renew it each year.

See <http://bls.dor.wa.gov/minorworkpermit.aspx>

Do not mail this form to L&I. This form is to be **kept on file by the employer** at the minor's workplace and be available for department audit. A copy should also be maintained by the minor's school representative. Additionally, the employer must renew this parent/school authorization by September 30, of **each year or when work schedule changes.**

Employee Information

| | | | | |
|------------------|---|-------|-----|--------------|
| Name of Employee | Minor's Date of Birth (Must be accompanied by proof) | Month | Day | Year |
| Employee Address | City | State | Zip | Phone number |

Employee School Information

| | |
|---|----------------------------------|
| Name of Employee School (If home schooled, please note) | Phone Number (include area code) |
| School's Address | City State Zip |

Employer Information

| | | | |
|----------------------------------|----------------|-----------------------------------|---------------------------------------|
| Employer Business Name | Phone Number | 9-Digit UBI for Business Location | Expiration Date of Minor Work Permit: |
| TSA CAMP GIFFORD | 1-509-233-2511 | 048002487 | 4-31-2017 |
| Address of Minor's Work Location | | City | State Zip |
| 3846 N Deer Lake Rd | | Loon Lake | WA 98148 |

| | | | |
|----------------|--------------------------|------------------|---|
| Wage per hour: | Number of days per week: | List Job Duties: | Is minor employed at any other job? |
| \$ | School week: | | <input type="checkbox"/> Yes <input type="checkbox"/> No If answered as "yes", how many hours per week |
| | Non-School week: 6 | | |

Maximum number of work hours during School year

| | |
|--|--|
| Maximum hours to be worked Per Day: | |
| Monday - Thursday | |
| Friday - Sunday | |
| School/parent may adjust limits as needed: | |
| Maximum hours to be worked Per Week: | |
| Weekly maximum: | |
| School/parent may adjust limit as needed: | |

Maximum number of work hours during Non- School year

| | |
|--------------------------------------|----|
| Maximum hours to be worked Per Day: | |
| Monday - Sunday | 8 |
| Parent may adjust limits as needed: | |
| Maximum hours to be worked Per Week: | |
| Weekly maximum: | 48 |
| Parent may adjust limit as needed: | |

Start and Quit time during School year

| | | |
|---|--|------------|
| Earliest start time: | | Circle One |
| Monday - Thursday | | AM PM |
| Friday - Sunday | | AM PM |
| Latest quit time | | Circle One |
| Sunday - Thursday | | AM PM |
| Friday - Saturday | | AM PM |
| School/parent may adjust quit time as needed: | | |

Start and Quit time during Non-School year

| | | |
|--|----|------------|
| Earliest start time: | | Circle One |
| Monday - Sunday | 5 | AM PM |
| Latest quit time | | Circle One |
| Monday - Sunday | 12 | AM PM |
| Parent may adjust quit time as needed: | | |

F700-002-000 Parent School Authorization 01-2014

Employer Signature

| | | | |
|------|--------|-----------------------------------|------------|
| Date | Title: | Employer Representative Signature | Print Name |
|------|--------|-----------------------------------|------------|

Employee (Minor's) Signature

| | | |
|------|----------------------------|------------|
| Date | Employee (Minor) Signature | Print Name |
|------|----------------------------|------------|

Parental Authorization

(These sections to be completed by the minor's parent or guardian and school after employer completes top portion.)

I consent to allow the minor listed to be employed at the occupation and under the conditions stated above.

| | | | |
|------|--------------|------------------------------|------------|
| Date | Phone Number | Parent or Guardian Signature | Print Name |
|------|--------------|------------------------------|------------|

School Authorization (when school is in session)

The stated hours of employment meet the requirements of school attendance regulations and are hereby approved.

| | | | | |
|------|--------------|--------|----------------------------|------------|
| Date | Phone Number | Title: | School Authority Signature | Print Name |
|------|--------------|--------|----------------------------|------------|

NOTE: Parents and school representatives should not sign this form unless the boxes for the daily and weekly work schedule are completely filled out to reflect the anticipated maximum hours of work. The school or parent may limit the hours of work for a student according to how the student will be affected by working too many hours, e.g., homework, attendance, etc. and may reduce and approve fewer hours than the rules allow or are requested by the employer.

Optional School Week Special Variance Authorization

(Non-Agricultural Employment Only)

For 16- and 17-year-old Minors

A Special Variance allows a 16- or 17-year-old minor to work up to 28 hours per week with 8-hour shifts during the school week with approval of the authorized school official and the parent. All parties must agree to these additional hours, [pursuant to WAC 296-125-070(3)].

School officials should not sign for any additional hours allowed by the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's educational activities.

Please check if planning to use the Special Variance for additional school-week work hours.

☐ Yes ☐ No

Parental Authorization

School Authorization

Parents: To get a copy of the prohibited duties and other child labor provisions, contact L&I by phone or email listed on the front of this form or via the internet at www.TeenWorkers.Lni.wa.gov.

Padres: Si tiene preguntas o necesita información en español sobre este formulario u otros requisitos para los trabajadores adolescentes, por favor vaya a www.Lni.wa.gov/Spanish/WorkplaceRights/TeenWorkers o llame al 1-866-219-7321.

For translation help in any other language, please call 1-866-219-7321 and press 0.

Comments by School Representative or Parent:

| |
|--|
| |
|--|

General Information on Hours of Work Allowed For Minors

Once this form has been signed by parents and school, parents may keep the chart of work hours below for their reference. For more information, email teensafety@lni.wa.gov or visit the Teen Workers website at www.TeenWorkers.Lni.wa.gov.

| Hours and Schedules Minors are permitted to Work in Non-Agricultural Jobs | | | | | |
|--|----------------------------------|--------------|-------------|--------|--|
| | Hours of Day | Hours a Week | Days a Week | Begin | Quit |
| 14- and 15-year-olds | | | | | |
| School weeks | 3 hours (8 hours Sat. – Sun.) | 16 hours | 6 days | 7 a.m. | 7 p.m. |
| Non-school weeks | 8 hours | 40 hours | 6 days | 7 a.m. | 7 p.m. (9 p.m. June 1 to Labor day) |
| 16- and 17-year-olds | | | | | |
| School week | 4 hours (8 hours Fri. – Sun.) | 20 hours | 6 days | 7 a.m. | 10 p.m. (Midnight Fri – Sat) |
| School weeks with a special variance from school | 6 hours (8 hours Fri. – Sun.) | 28 hours | 6 days | 7 a.m. | 10 p.m. (Midnight Fri – Sat) |
| Non-school weeks | 8 hours | 48 hours | 6 days | 5 a.m. | Midnight |
| <ul style="list-style-type: none"> An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses. Overtime rules apply for all hours worked over 40 in one week. These rules also apply to home-schooled teens. | | | | | |

| Hours and Schedules Minors are permitted to Work in Agricultural Jobs | | | | | |
|---|------------------------------------|--|-------------|---|--|
| | Hours of Day | Hours a Week | Days a Week | Begin | Quit |
| 12- and 13-year-olds | | | | | |
| Non-school weeks | 8 hours | 40 hours | 6 days | 5 a.m. | 9 p.m. |
| Note: 12- and 13-year-olds may perform work only during non-school week's hand-harvesting berries, bulbs, cucumbers and spinach. | | | | | |
| 14- and 15-year-olds | | | | | |
| School week | 3 hours 8 hours non-school days | 21 hours | 6 days* | 7 a.m. (6 a.m. in animal agriculture and irrigation) | 8 p.m. |
| Non-school weeks | 8 hours | 40 hours | 6 days* | 5 a.m. | 9 p.m. |
| 16- and 17-year-olds | | | | | |
| School week | 4 hours 8 hours non-school days | 28 hours | 6 days* | 5 a.m. | 10 p.m. (No later than 9 p.m. on more than 2 consecutive nights before a school day.) |
| Non-school weeks | 10 hours | 50 hours (60 hours per week in mechanical harvest of peas, wheat and hay) | 6 days* | 5 a.m. | 10 p.m. |
| *Exception: 14- to 17-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks. | | | | | |

APPENDIX C –Workbook Activity

Place your life before God this summer – Romans 12:1-2 (MSG)

So here's what I want you to do, God helping you: Take your everyday, ordinary life—your sleeping, eating, going-to-work, and walking-around life—and place it before God as — an offering.

How can I offer my everyday life as an offering to God?

Embracing what God does for you is the best thing you can do for him.

How can I embrace what God is doing for me each day?

Don't become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You'll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it.

How can I fix my attention on God this summer?

Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you.

How can I grow in maturity this summer?

APPENDIX D

CONFIDENTIAL**The Salvation Army Western Territory - Child Safety Incident/Notice of Concern Report**

All child safety incidents/notice of concern reports are to be immediately reported to the Territorial Legal Department by phone or you may fax this form to the THQ Legal Department (562) 491-8519 or e-mail to abuse.reports@usw.salvationarmy.org. The Divisional Child Safety Coordinator (206-298-4109) should also be notified.

Name of Individual _____ Age _____

Name of Individual _____ Age _____

Employee ☐ Volunteer ☐ Officer ☐ Client ☐ Other ☐

Did this occur on Salvation Army premises or during a Salvation Army-sponsored event? Yes ☐ No ☐

Were Army personnel (officer, employee, or volunteer) directly involved? Yes ☐ No ☐

Date of

Occurrence: _____

Time of

Occurrence: _____

Type of Concern:

_____ Inappropriate behavior with a minor or vulnerable adult

_____ Policy violation with a minor or vulnerable adult

_____ Possible risk of abuse

_____ Other issue or concern (specify): _____

Describe the situation: What happened, where did it happen, when did it happen, who was involved, who was present, and who was notified?

Has this situation ever occurred previously? _____

What action was taken? How was the situation handled, who was involved, who was questioned? Have you contacted your leadership and DHQ?

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation?

Name of Corps/Program location, phone, and address:

Name of Person Reporting:

Date:

Salvation Army policy and state law mandates that all incidents and allegations of suspected abuse be immediately reported to the appropriate agency and the Territorial Legal Department.