

Welcome to Camp Living Water

As a staff member of Camp Living Water, you are taking on the responsibility of representing Camp Living Water on and off camp property. This handbook is designed to help you know what the expectations are for you as a staff member. We believe that being a summer staff member makes you a part of a family and this is the environment that we want to keep and flourish with. We want this year to become a year that you remember and the year that your campers remember.

Who are we:

Our Mission Statement:

To honor Christ and to make Him known to the children and families of the southeast, through the use of:

1. Youth camps and wilderness programs.

These programs teach children and young people what it means to trust Christ as Savior, and what it means to follow Him — Bible study, worship, service, and fellowship.

2. Teaching of Leadership skills.

Our activities are designed to challenge young people, teaching them skills, self-confidence, and servant-leader attitudes for all those participating. The goal is to develop leaders who emulate Christ.

3. Community programs.

Programs to encourage fellowship and spiritual growth among believers in our community. Examples include family reunions, youth rallies, church picnics, and community sports programs.

4. Facilities for other Organizations.

Our facilities will be available to other non-profit organizations with goals similar to CLW, clean and in good repair; with attractive dining, comfortable living quarters, and adequate activity areas such as sports field, swimming pool, and gymnasium.

Our Statement of Faith:

We at Camp Living Water believe that the Scriptures are of paramount importance, and as such, must be the foundation for all of our thinking and activities in our camping program. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and

inerrant in the original writing; they are of supreme and final authority in faith and life. We believe in one God, eternally existing in the three persons: Father, Son, and Holy Spirit. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood. We believe that all who receive, by faith, the Lord Jesus Christ are born again of the Holy Spirit and thereby become the children of God. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate. We believe that the Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers in the Lord Jesus Christ; and that the local church is composed of believers in a locality who gather together in Christ's name for worship, prayer, ministry, and testimony. We believe that there are two Christian ordinances - baptism and the Lord's Supper; that baptism by immersion signifies that the believer, having died with Christ, is buried with Him in baptism and also is risen with Christ to walk in newness of life; and that the Lord's Supper is a remembrance feast instituted by the Lord Himself for His own, to show forth the Lord's death until He comes. We believe in the imminent personal return of the Lord Jesus Christ to translate the Church; that this will be followed by the tribulation on earth, followed by the new heaven and new earth with God all in all. We believe in the bodily resurrection of the just and unjust, and everlasting punishment of the lost.

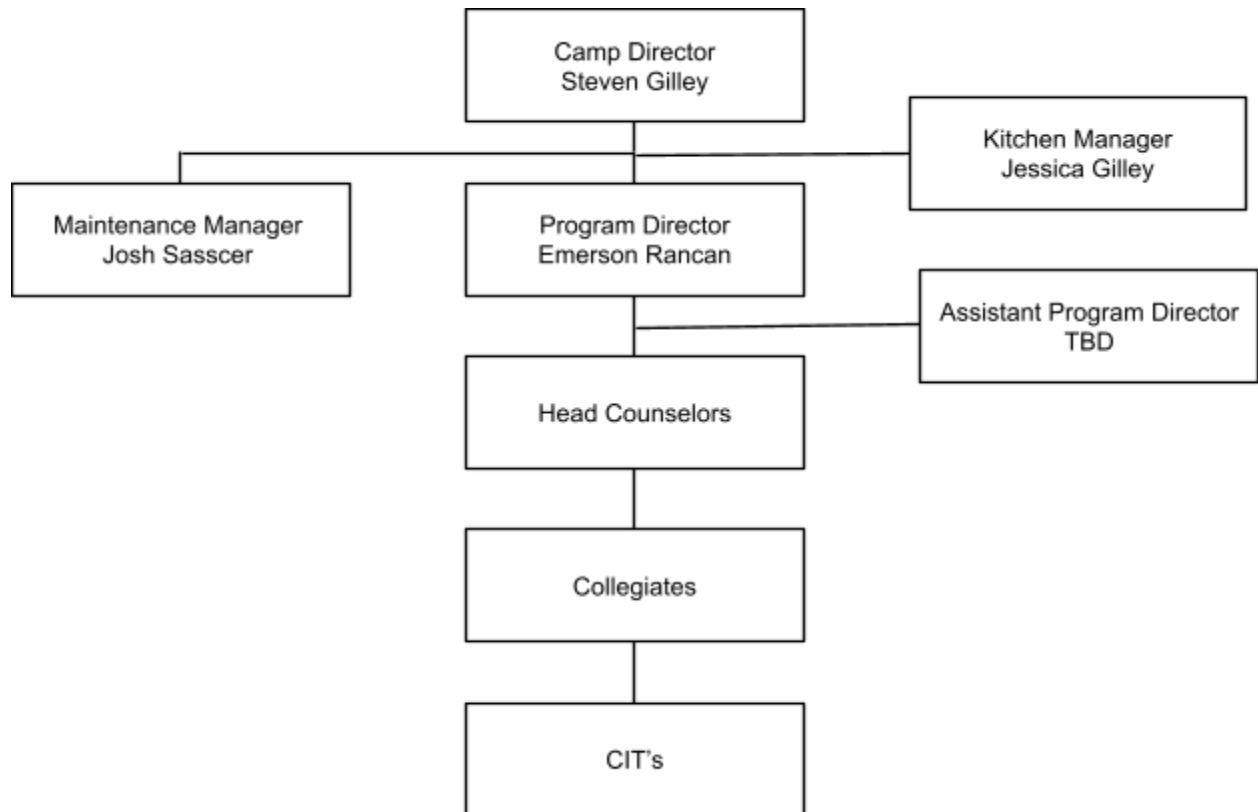
Motto:

"God's Christ Magnified"

This means that we are driven by a conviction that God was interested in "only one thing... the exaltation and glorification of His Son, Jesus Christ"

All staff are expected to adhere to all of these statements above.

Chain of Command:



Camp Director: Steven Gilley

Director@camplivingwater.com

Program Director: Emerson Rancan

Programdirector@camplivingwater.com

Maintenance Manager: Joshua Sasscer

Maintenance@camplivingwater.com

Kitchen Manager: Jessica Gilley

KitchenManagerCLW@yahoo.com

Code of Conduct:

Expectations in Attitude:

- **All staff** are expected to express the fruits of the Spirit (**Galatians 5**).
 - This is to be expressed to other staff, campers, and visitors.
- **All staff** are expected to follow this motto “**Be interested, not interesting**”.
 - This means that staff should be focused on listening to campers and being interested in what they are talking about or doing and should be less focused on trying to draw attention to themselves. This also includes not overriding the conversation with a camper or others, allowing them to fill the conversation as much as they can.

Expectations in Dress:

- **All staff** are expected to dress appropriately on and off camp property over the course of the summer.
 - All staff are expected to have shoes of some kind (Flip Flops, Sandals, Tennis Shoes) on at all times.
- For all staff, opening day dress code is:
 - **Staff Shirt** which shows you as a representative of Camp Living Water and indicates that you agree with our mission and vision.
 - **Name Tag** which identifies your name and position at Camp Living Water. (This will be provided by Camp Living Water.)
- For **girls**, appropriate clothing includes:
 - T-shirts that do not cover the length of shorts.
 - T-shirts that do not have any nudity, profanity or gang-related symbols or images.
 - Shorts are to be of appropriate length.
 - Bathing suits are to include one piece or tankinis that cover the chest and belly area sufficiently. Chest and Belly areas are not to be shown. Bikinis are not allowed.
 - Bra straps or padding are not to be shown in excessiveness at any time during camp, unless sports bra straps are on the back (Racerback bra).
 - Fishnet leggings are not allowed.
 - Athletic leggings are allowed as long as the shirt goes below the hip area sufficiently.
 - Pajamas while with campers must be within the same requirements.
- For **guys**, appropriate clothing includes:
 - Shirts that do not come below the armpit on the sides, due to ripping the fabric or intentional stretching.
 - T-shirts that do not have any nudity, profanity or gang-related symbols or images.
 - Shorts are to be of appropriate length.

- Bathing suits are to include swimming trunks that are of appropriate length.
- Under no circumstances should underwear be showing at any point while at camp.
- Pajamas while with campers must include shorts at the minimum.
- *All of this can be distinguished by leadership (Camp Director, Program Director, Assistant Program Director, Senior Counselors).*

Expectations in Demands:

- **All staff** are expected to keep to their position throughout the entirety of the camp week. Sometime will be given for a break. However, all other times require a focus on the ministry.

Expectations of Camp Vehicles:

- **Collegiate staff:**
 - **Collegiate staff that are 18+** are the only staff that are allowed to drive a vehicle of any kind on campus. (Golf Cart, Suzuki, Truck, Vans)
 - Permission to drive a CLW vehicle must come from the *Camp Director, Program Director or Assistant Program Director.*
 - **Keys** to these vehicles are to be kept in the office until they are needed and cannot be loaned to any other staff member without permission of leadership.
 - Every trip that involves another passenger (With the exception of tube runs) must have a **Van ride log** that includes the driver's name, their number, destination and the name of every passenger in the vehicle. (included in the appendix and in the office)
 - According to **tube runs**, the driver of each van should be told to the Program Director before the trip is made. (If an accident occurs, use walkie talkie to radio back to camp.)
 - Under no circumstances should anyone **under the age of 18** drive another passenger anywhere.
 - When driving on camp property, the speed of the vehicle should not exceed more than **10mph**.
 - Staff who want to pull an apparatus (Tube trailer, trailer) behind a camp vehicle must have permission from leadership and can only be pulled by **Collegiate** staff.
 - Appropriate music, with no vulgar language or sexual innuendos, is allowed to be played during rides.
 - When driving a camp vehicle, one should think of the following:
 - Am I driving for personal convenience or for ministry purposes?

- Am I forcing campers or staff to move out of the way due to my speed?
- Am I staying under the 10mph speed limit for camp property?
- Do I have every camper and staff member's name written down on the Van Ride Log?
- Am I making others uncomfortable with my driving?

Failure to follow camp rules according to camp vehicles may result in loss of driving privileges.

Expectations of Personal Vehicles:

- **No campers** are allowed to ride in a staff member's personal vehicle unless an emergency occurs that requires a personal vehicle to be used.
- **Collegiate staff that are 18+** are the only staff that are allowed to drive other passengers in their personal vehicles.
- **CIT** staff members are not allowed to drive any other passenger in their personal vehicle.
- All rides given with a personal vehicle must be approved by APD or Assistant Director.
- **All personal vehicle keys** must stay in the office during the whole week of camp, unless other arrangements are made with leadership.
- **No staff** is allowed to leave campus property while camp is in session with a personal vehicle, without leadership permission.
- **All staff vehicles** are to be parked beside the chapel building, out of the road and locked before the beginning of camp on each Sunday, unless otherwise stated.
- Appropriate music, with no vulgar language or sexual innuendos, is allowed to be played during car rides.
- Every trip that involves another passenger must have a **Van ride log** that includes the driver's name, their number, destination and the name of every passenger in the vehicle.
- When driving a personal vehicle with other passenger in the vehicle, keep the following in mind:
 - Am I abiding by the state laws and representing Camp Living Water with my attitude while driving?
 - Do I have every staff member's name on the Van Ride Log?
 - Am I making others uncomfortable with my driving?

Failure to follow Camp Living Water's expectations of Personal Vehicle use can result in loss of privileges.

Expectations of Technology Use:

- **Movies:**
 - **Movies** that are used in the dining hall or chapel **must be approved by leadership and must be rated as PG-13 or under** in order to be approved.

- **Cellphones:**
 - **Cellphones** are to be kept in the office and turned off whenever camp is in session.
 - **No cellphones** are allowed in any room of the Lodge while camp is in session.
 - Cellphones **are allowed** to be used if they are used in the **office, during a break time** of the staff member.
 - Cell Phone use **cannot be used** for *social media, but can be used to contact others through text or call* while camp is in session.
 - If there is an emergency that requires a call, use one of the phones provided in the office.

- **Laptops:**
 - **Laptops** are allowed to be used in the office whenever camp is in session. However, when laptops are not in use and in the office, they should be turned off.
 - If a laptop is needed for **school work**, please contact leadership in order to find a schedule that fits in with the camp schedule that allows for school work.
 - **The use of Bittorrent or other illegal** services are not allowed to be used while connected to the Camp Living Water network or servers. This is to protect Camp Living Water legally.

- **Tablets, iPods, MP3 Players or any other smart device:**
 - These devices are not allowed to be used while camp is in session. These are to be kept in the office, turned off.

- **Smartwatches:**
 - **Smartwatches** are allowed to be worn while camp is in session. However, they are not recommended and Camp Living Water will not be held responsible if any smartwatch is damaged during a camp activity.

- **Social Media:**
 - **Social Media** is not to be used while camp is in session.
 - **No pictures of campers** should be posted on social media while at camp. Camp Living Water has permission to take photos and videos of campers while at camp and these can be accessed at the end of your camp session.

- **Staff social media** should not have any vulgarity, nudity or anything that misrepresents Camp Living Water or what we stand for.
- Failure to comply with this could result in dismissal or rejection of employment.

Failure to follow Camp Living Water's expectations of Technology Use will result in consequences that may include confiscation of the device or request to return home.

Expectations of Camp Property Use:

- **All recreational areas** are available for summer staff to use: Pool, Creek, Zipline, Field, Disc Golf, Gym, Climbing Tower, Climbing Wall, Basketball Court, Gaga Ball pit, etc.
 - However, campers should have the first chance to use these areas.
- **The pool area and creek** are available for staff to use when camp is not in session and only if at least one other staff member that is a **collegiate** is present.
- **The Snak Shak** will have stationed workers during designated free time periods.
 - Unless otherwise instructed, no other staff should be in the Snak Shak.
 - This is not a place to hang out.
- **The staff lounge** is a kitchen area that is provided for staff to keep their personal drinks, snacks, and food.
 - This area is only to be used during staff break time and must be kept clean by staff.
 - **Phones are not allowed** to be used in the staff lounge while camp is in session.
- **Personal bikes** are allowed to be brought to camp. They can be ridden at appropriate times.

Failure to follow Camp Living Water's expectations of Camp Property Use could result in privileges lost.

Expectations of Community Life:

- **All staff** are expected to be kind and cordial with all other staff.
 - They are expected to build each other up.
 - All staff are expected to analyze themselves while angry and try to realize, "Am I angry because the ministry's reputation is being damaged or am I upset over a personal preference?"
 - **No staff** are allowed to speak foul language or sexual innuendos to any other staff member.
- **No staff** are allowed to be out of the view of a third party individual with someone of the opposite sex.
- **No practical jokes** are allowed.
 - Pranks escalate into causing damage and hurt feelings.

- Practical jokes can result in discipline or termination of service at camp.
- Any damage caused by practical jokes will be paid for by whoever played the joke.
- If there is a **conflict between two staff members**, they should bring their problems to each other first and if the situation cannot be resolved, the issue should be brought to leadership.

Failure to follow Camp Living Water's expectations of Community Life will result in consequences that may include requests to return home.

Expectations of Housing:

- **All staff** are responsible for keeping their housing clean and organized.
 - There is the possibility of housing changing from week to week.
 - However, staff are responsible for leaving their housing clean and in order for the next tenant to come in.
 - **No staff** are allowed to go into the housing of the opposite sex.
 - **All staff** are required to abide by the curfew policy set in place by Camp Living Water. When camp is not in session, curfew is **11:45pm**.
Curfew will vary during the camp session.
- **Bathrooms** are expected to be disinfected every day during camp.
 - Toilets and showers are expected to be cleaned and wiped down.
 - Sinks are expected to be organized, wiped down, and not clogged.
 - Sink mirrors are expected to be wiped down.
 - Bathroom floors are expected to be swept and, if needed, mopped.
 - If any staff member or camper gets sick, leaving human fluids on the surface, that surface should be disinfected and campers will not be allowed in the cabin until the affected surfaces have been completely disinfected.
- **Cabin Rooms** are expected to be cleaned every day during camp.
 - Cabin floors are expected to be swept every day, and if needed, mopped.
 - All mattresses are expected to be sprayed with disinfectant spray after campers have left or if a camper has wet the bed, thrown up, or been ill, leading to human fluids being on the bed.
 - Trash is expected to be taken out every day.
 - Personal items are to be organized and put away while camp is in session.
 - **No cellphones, tablets, electronic devices, medications** are allowed to be in the cabins while camp is in session.
 - **Snacks and Candy** can be kept in the cabin but must be kept in a large sealable plastic container or bag.
- **Sanitation Policies:**
 - **All regularly touched surfaces** are to be sanitized daily. (Doorknobs, light switches, signs, bed railings, etc.)

- All wet clothing and materials in the cabin must be hanging separately from each individual's belongings.
- All touched surfaces are expected to be cleaned and sanitized daily. (Bathroom sink, shower floor, bed railings, the door, etc.)

Failure to follow these expectations can result in the removal of privileges.

Expectations of Hygiene:

- **All staff** are expected to keep themselves clean **as well as their campers**.
- **All staff** are expected to keep a clean and well kept image while at camp and while representing camp off property.
- **All staff** are expected to report to leadership if they have fallen ill and must then report to the nurses station.

Expectations of Opening Day:

- **Dress code** for opening day is the Camp Living Water staff t-shirt, shorts of appropriate length, and staff name tag.
- **All counselors** will be stationed in a designated area for a designated task that will be provided by the Program Director or Camp Director.
- **OCS** will be stationed at various stations within the check-in drive-thru.
 - This may include running a station, unloading luggage, directing traffic, or screening incoming vehicles.
- **Nurses and office staff** will be stationed in the check-in drive-thru.
- **Once most of the campers are checked in, the kitchen** crew staff will report to the kitchen to begin dinner prep.
- **All Staff** are expected to stay at their assigned station/task unless otherwise directed by the Camp Director or Program Director.
- To see the check-in policies and for further explanation of each station, please check the *Check-In Drive-Thru Policies*. This will be provided to you by Camp Living Water.

Expectations of Departure Day:

- **Dress Code** will be the same as Opening Day.
- **All counselors** will make sure that rooms are cleaned and approved by leadership personnel that are doing cabin inspections.
- **OCS** will help campers carry their things to the vehicles.
 - They will also help campers, who arrived with a group or by camp provided van, with their luggage and making sure that they are in the correct vehicle.
- **Nurses and office staff** will be stationed in the drive-thru to check campers out.

- **All staff** are expected to stay at their assigned station/task unless otherwise directed by the Camp Director or Program Director.

Expectations of the Dining Hall and Kitchen Area:

- **No staff** are allowed into the kitchen area after dinner.
 - Unless otherwise instructed by the Kitchen Crew Chief, the Head or Assistant Cook, the Camp Director or the Program Director, staff who are not stationed in the kitchen are not allowed into the kitchen at any time while camp is in session.
- If a staff member needs to go into the kitchen area, they must receive permission from the **Kitchen Crew Chief or the Head Cook**.
- **No peanut butter or nuts of any kind or food that may have been processed in a factory containing nuts** are allowed in the kitchen. *We are a Nut-Free facility.*
- **Personal food** is not allowed in the kitchen pantry or walk-in fridge unless allergies require it and it is approved by the Head Cook.
- **All personal food** must be kept in the staff lounge in the chapel.
- This is to keep the kitchen clean, in order and to prevent allergic reactions.

Expectations for Weekly Devotions/Meetings:

- **All counselors** will have a designated “Senior Counselor” each week.
 - These Senior Counselors will determine a meeting time to meet with the counselors.
 - They are here to help with hard questions, troubling times, and to listen to problems that counselors may be encountering.
- **All staff** are required to attend the 2 pm staff meeting on Sundays before camp starts.
- **Each counselor** is strongly encouraged to have a one-on-one meeting with each camper in an appropriate setting.

Mail, Camper Mail, Out-going Mail

- **Campers’ mail** will be available in the office daily. **Counselors** check the mail daily in order for the campers to receive it when it was meant to be received.
- **Staff mail** will also be available in the office daily.
- **Any out-going mail** can be given to office staff.
- **All mail addressed to you should be addressed as follows:**

[Your Name]

Camp Living Water

1510 West Deep Creek Road

Bryson City, NC 28713

Expectations of Alcoholic and Narcotic Consumption:

- **Absolutely NO** alcohol, tobacco, drug, or narcotic products are allowed to be consumed while under the authority of Camp Living Water. Failure to follow this will result in immediate termination.

Expectations of Romantic Relationships:

- **Do not** enter into a dating/romantic relationship with a Camp Living Water staff member while under the authority of Camp Living Water.
- **If you are already dating** another staff member before camp starts, this relationship needs to not be the focus of the summer.
 - You are not here to be with your boy/girlfriend.
 - Interactions should not allow campers to be able to see a difference in the way you treat this staff member from any other staff member.
 - Your relationship should not be a public spectacle.
- **There should not be any Physical Displays of Affection.**
- **A guy and a girl should not be in an enclosed space alone.**
- **If you have a boy/girlfriend that is not at camp**, they are not allowed on camp property without permission from leadership.
- Failure to follow this may result in discipline or termination.

Sexual Misconduct Policy:

- **Any staff member** should keep themselves from being in a situation where sexual misconduct may occur. **If any kind of sexual misconduct has occurred, REPORT it to leadership immediately.**
- **This can include:**
 - Sexual relations between a staff member and a camper or another staff member.
 - Sexual relations that constitute sexual offenses according to state or federal laws.
 - Any unwanted or inappropriate touching.

- Sexual Harassment: “Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation”- Oxford Dictionary.
- **Under no circumstances** should staff members of the opposite gender be alone behind closed doors.

Failure to follow this policy will result in immediate termination.

First Aid Policy:

- **All Counselors** will be supplied with a small first aid kit.
 - This kit will be used to provide small and immediate care needed for campers or staff.
 - All injuries that cannot be cared for by the first aid kit must go to the nurses’ station and have the nurse address the injury.
 - Check the Emergency Action Plan to see if the injury requires a report.

Medical Emergency Policy:

- **All staff that have walkie talkies** are required to notify leadership of any emergency that requires extensive medical attention by radio.
 - From this point on, leadership will instruct you on what to do.

Medication Policy:

- **All staff** must keep all of their medications in the nurses’ station.
 - The only exception to this is emergency medication: Epi-pen, Inhalers, etc.
 - All other medications must be locked away in the nurses’ station and are **not allowed** in the cabins.
- **All staff** that take medication on a daily basis will report to the nurses’ station at the appropriate time for their medication.
 - The nurses’ will not be held responsible for reminding staff to take their medication.
- **All medication** brought to camp must be in the original packaging and the original prescription drug labels.
- **All counselors** must make sure that their campers have checked in with the nurse for medication every day.
 - This information will be provided to the counselors before the end of the first day of camp.

Camper Interaction Policy:

- **Under no circumstances** should a staff member be alone with a camper where they cannot be seen by another staff member.

- In order to limit this from happening, no camper should enter a closet or storage area to retrieve items.

- Physical contact is a very important way for campers to develop an emotional connection to their counselors and other staff. However, there are certain ways of physical contact that are inappropriate and can result in sexual harassment lawsuits.

These are the appropriate ways of physical interaction:

- Side hugs are appropriate- Do not push a camper away when they come in for a hug but gently shift it to a side hug or make sure that the hug is not a long-held hug.

- Kneeling down to a child's level is appropriate when speaking to a camper.

- This also allows the camper to feel as though they are being spoken to and not spoken *down* to.

- **No staff** should ever touch a camper in a place that is covered by a bathing suit.

- **No camper** should ever sit on a staff member's lap.

- **No staff** should carry or pick-up a camper unless there is an emergency where they cannot walk by themselves and need immediate medical attention.

- **Other Camper Interaction Expectations:**

- **No campers** are allowed on a staff member's bed.

- **No staff** are allowed on a camper's bed.

- **No staff** are allowed to change in front of campers.

- **Campers should not** change in front of other campers or the staff.

- **No staff** should assist a camper in changing their clothes or in the shower unless an emergency has occurred.

Radio Protocol:

- Radios are given to most **collegiate staff members**. As a **CIT** we cannot guarantee that you will receive a radio.

- These radios are only meant to be used to communicate between other staff for camp/ministry needs or in an emergency.

- These radios are expected to be charged and on your person **at all times**.

How to operate your radio:

1. There are two knobs and an antenna on the top of the radio.

1. The knob in the middle changes the channel that the radio allows communication on.
2. The knob on the end turns on the radio and adjusts the volume that the radio produces.
2. When speaking into your radio, speak calmly, clearly and at a moderate speed.
3. The radios are not a place for joking around or having your own conversations that aren't camp related.
4. Be as brief and concise as possible, no lengthy conversations.
5. Know what you are going to say before you start your call.
6. Take a break. Press the button and wait a few seconds before you speak.
7. Know what is happening with your radio. Make sure that your volume is at an appropriate level based on your surroundings. (ex. Low or off during chapel.)
8. Don't be afraid to ask someone to repeat what they said.
9. Keep the radio about 6" away from your mouth to avoid static.
10. Do not interrupt another conversation on the same channel.
 1. Allow them to finish and then begin your own conversation.
11. Be aware that everyone is listening.
 1. If you wouldn't say it to leadership (who can hear you), you probably shouldn't say it at all

Radio Terminology:

"Affirmative": Yes

"Negative": No

"Copy that, 10-4, Roger that": I understand

"Radio Check": Is my radio on and working? (To make sure others can hear you.)

"Go For [Insert Name]": Responding to when someone calls your name.

"Eyes On [Insert name or object]": When you have eyes on someone or something that someone has asked for.

"20": Location

"Say Again": Can you repeat what you said?

Channels:

1: Camp main channel

2: Open channel.

3: Emergency/Medical

4: Open channel for private conversations.

5: Leadership (Only leadership radios have access to this channel)

6-8: Open Channels for private conversations

9-16: Closed Channels

Example 1:

There is an emergency at the pavilion.

Counselor: "Joel, come back. Joel"

Joel: "Go for Joel"

Counselor: "Joel, can you switch to channel 3"

Joel: "10-4, switching now"

*Both switch to channel 3.

Joel: "Joel here"

Counselor: "Joel we have an emergency. Camper involved"

Joel: "10-4. What is your 20?"

Counselor: "We are at the pavilion"

Joel: "Roger that, on my way now."

Example 2:

A camper leaves the counselor's sight and the counselor needs their location.

Counselor 1: "Does anyone have eyes on [Camper's Name]?"

Counselor 2: "Affirmative. [Camper's Name]'s 20 is the game room."

Counselor 1: "Can you tell them to return to me?"

Counselor 2: "Yes, I can. They are on their way to you now."

Counselor 1: "10-4. They have made their way back to me. Thank you."

Protocols:

Fire Emergency Protocol:

1. If you detect or are told that there is a fire:
 1. Vacate the building immediately, checking all rooms possible to check for campers. (especially bathrooms or closed rooms)
 2. Send someone to contact leadership, or radio for them.
 1. When radioing for a fire, please disclose the following information:
 1. Location of fire
 2. If anyone is suspected to be in the building still.
 3. If 911 has been called yet.
 3. If there is a fire, everyone must report to the dining hall.
 4. If the dining hall is the building that is on fire, the pavilion will be the place to report to.
 5. Once all staff and campers have arrived at the designated location, **all counselors** must count their campers to ensure that everyone is accounted for.
 6. If any campers are missing, designated staff will go to search for them.
 7. Remain at the designated location until instructed by leadership or emergency personnel.
 8. Counselors and OCS must try to keep a calm atmosphere for the campers, this includes trying to play games or tell stories to keep them distracted.

Weather Emergency Protocol:

If there is an extreme weather storm that is detected:

1. All staff and campers must report to the gym unless otherwise notified.
2. All campers and staff **MUST** stay inside until leadership has cleared them to leave.
3. If a **shelter in place** is issued by leadership, counselors and OCS staff must direct campers to the nearest shelter.
 1. Staff and Campers are not permitted to leave their sheltering location until notified by leadership.

Missing Camper Protocol:

If a camper is declared missing: (meaning that after more than 3 attempts looking in the obvious places, a counselor cannot find their camper)

1. The staff member that is in charge of that camper must radio leadership and notify them that they cannot find their camper.
2. Once leadership is notified, leadership will radio the general channel to see if anyone has a known location for that camper.
3. If no one has seen the camper, all OCS will follow their missing camper protocol.

4. All staff are expected to not allow the other campers to know the details as to what is going on. This situation must be kept under wraps in order to keep a calm atmosphere for the campers.

OCS Missing Camper Protocol:

1. OCS will gather in the FireSide room of the Dining Hall.
2. OCS will then divide themselves into search groups to search these areas:
 1. Girls side cabins
 2. Boys side cabins
 3. The creek/Pavilion/Pool/Cottage/Trailer
 4. The gym/Shop/Game Room
 5. Craft Room/High Trek Room
 6. Field areas
 7. Dining Hall area/Canoe Shed
3. If the camper cannot be found in any of these areas by staff, local law enforcement will be called and the search area will be enlarged based on law enforcement recommendation.

Creek Emergency Protocol:

If there is an injury or problem at the creek or while tubing:

1. Leadership should be notified immediately.
 1. If tubing and the injury is so extreme that the camper cannot continue, get out of the creek and locate the phone in the dry box that should be with a staff member.
 2. These kinds of injuries would include:
 1. The camper is unconscious.
 2. The camper has a large wound that is bleeding profusely.
 3. The camper has a broken bone.
2. Injuries should be assessed and properly dealt with according to Red Cross First Aid protocol if possible.
3. Campers should be brought to the nurses' station as soon as possible.
4. Leadership will write an injury report.

Stranger Emergency Protocol:

If there is any person that arrives on camp property, either on a tube or in a vehicle:

1. Leadership should be notified immediately across radio and should be told which private channel to switch to.
2. A staff member should approach this person, if it seems safe, and switch to a designated radio channel.

3. The staff member should talk to this person, find out why they are there and tell them that this is private property and they must check-in with the front office, all while holding the speaking button on their walkie-talkie so that leadership can hear the conversation.
4. Ensure that the “visitors” check-in with the front office and notify leadership if they refuse to leave.
5. Campers should NEVER approach a stranger on property.

Active Shooter Protocol:

If you take notice of any unknown individual who possess a firearm on camp property, that is using the firearm to threaten and/or injure anyone else on camp property, initiate active shooter protocol by:

1. Radio to the main channel stating “**There is a lion on campus at [location], I repeat, There is a lion on campus at [location]**”
 1. This alerts all other staff that there is a firearms threat on camp property, without widespread panic to the campers.
 2. This also allows other staff to move themselves and their campers to a safe location.
2. No staff are allowed to speak on the radio except leadership or in direct response to leadership on the radios.
3. If you are with campers, you must immediately take them to the room that is closest to you but is also away from the location of the threat.
 1. Place you and your campers out of view of any doors or windows in the room.
4. At this point, follow the active shooter “Run, Hide, Fight” policy.
5. If you do hide, do not leave your location until LAW ENFORCEMENT physically comes and gets you. Do not take any commands from leadership over the radio, except to hide. This is to ensure the safety of all under the assumption that leadership is being directly threatened.
 1. Keep your radio at the lowest volume possible.
 2. Turn all the lights off.
 3. Keep all campers quiet, no talking allowed.

If you have any questions about this document or anything else, please contact:

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