

Northern Michigan Christian Camps  
Policy and Procedures Manual for Staff

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Note: This manual contains the policies and procedures for staff members of the summer camp program of Northern Michigan Christian Camps (NMCC). All procedures and policies are designed to ensure compliance with the Michigan Department of Human Services Bureau of Child and Adult Licensing's rules for camps as set forth in publication BCAL PUB98 of 2009. All policies were developed by NMCC staff, in some cases adapting material from the Michigan Department of Human Services or the American Camp Association to make them specific to NMCC's summer camp program. Copies of the materials contained herein are available to the public upon written request to the contact information provided on the cover of this manual.

## **1. Camp Mission, Philosophy, Objectives, and Setting**

### ***Camp Mission***

The mission of Northern Michigan Christian Camps (NMCC) is to provide a fun, loving summer camp environment for youth to grow in Christian spirituality through educational, recreational, and worship programs that provide goals and learning sessions for youth to apply to their lives so that they may live out their faith in the world.

### ***Camp Philosophy***

The core philosophy of NMCC is the idea that a Christian summer camp experience can positively shape the spiritual, educational, social, and physical development of youth. The name “Northern Michigan Christian Camps” reflects our core Christian values and Upper Peninsula heritage. Christian education at camp starts with the understanding that all are loved by God. Accordingly, campers are encouraged to be themselves, try new things without fear of failure, and support each other at camp. Christian education at NMCC summer camp is also centered on a belief in Jesus Christ as Lord and Savior. Considerable time is devoted to worship and songs of praise reflecting this belief. Christian education is extended to the camp setting by connecting Christian teachings to the outdoors. Time spent in natural settings is considered a vital means by which campers learn about nature, as well as stewardship and conservation of natural resources. All of these things are seen as central to the responsible use and enjoyment of God’s creation.

NMCC’s educational philosophy starts with the idea that learning is most effective when it is an active process. Accordingly, campers participate in active learning sessions that encourage group discussion, questions, and deep comprehension. Activities are designed to include cognitive and physical experiences that reinforce each session’s material. Much of the curriculum of NMCC uses project-based learning approaches to thoughtfully examine focused topics related to Christianity and the Christian Church in Northern Michigan. NMCC staff also use camp as a setting to educate campers about responsibility. To this end, campers have daily cleaning tasks and are at all times tasked with stewardship of the camp site. NMCC’s social philosophy is based on the idea that all are welcome at summer camp. To this end, campers and staff receive social support throughout the week, encouragement when needed, and praise for completing camp activities. Camp is also used as a setting to introduce campers and staff to individuals from diverse backgrounds. Campers and staff are separated into activity groups that are intentionally composed of individuals of varying genders, ages, and backgrounds.

### ***Camp Objectives***

NMCC’s mission is principally accomplished through its one week summer camp session. Each session has a theme that directs the content of activities, as well as educational, recreational, social, and spiritual objectives. The educational goals of camp are accomplished through twice-daily learning sessions, which cover Biblical history and context and apply the lessons of the Bible to present day events and the lives of campers. Learning sessions are supplemented with activities, such as crafts, group discussions, games, etc.... to reinforce each lesson. Recreation at camp takes place during twice-daily field and aquatics time, which are used to promote the enjoyment of outdoor physical activity. Field time includes a variety of popular games such as Capture the Flag, Barbarians, and Gold Rush, among others, and aquatics time includes swimming, canoeing, and other water activities, such as wading.

The social objectives of camp are to provide a safe, supportive environment for social and emotional development. At camp, care is taken to ensure that each camper and staff member feels welcomed and valued. This environment is created using mutual support during activities, team-building exercises, shared storytelling, and group discussion. The main spiritual goal of camp is to positively contribute to the Christian formation of campers and staff. This is accomplished through worship, music, and discussion. A worship

service is held each night at camp, which often includes Christian music and singing. Group discussions are used to discuss the role of faith in each person's life and to answer questions campers and staff may have about Christianity. In addition to the activities above, many other summer camp activities, such as campfires, sing-a-longs, a talent show, skits, and orienteering are a part of each camp session. Camp is open to youth having completed grades 5-12 and campers are separated into cabins and some activities based first on gender and then age.

### ***Camp Setting***

The current location for camp is the Clear Lake Education Center in Manistique, Michigan. Camp is offered to youth having completed grades 5-12. Campers are separated into cabins based on gender and then age. During their stay at NMCC, campers may also be separated into groups for activities based on age and gender.

## **2. Position Descriptions and Requirements**

### ***Equal Employment Opportunity Statement***

Northern Michigan Christian Camps (NMCC) extends equal employment opportunities to all individuals, regardless of race, creed, color, age, sexual orientation, gender, national origin, ancestry, marital status, disability status, veteran status, and medical conditions. Employees and volunteers for this organization will not be subjected to unlawful harassment or discrimination that is of sexual, religious, ethnic, racial, or other nature. This commitment to equal opportunity extends to, but is not limited to, recruitment, placement, training, compensation, promotion, and all other matters related to employment. Consistent with our Christian mission and the specifications of the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1[a]), individuals seeking employment with NMCC may be asked about their religious beliefs during the application process. Christian faith, however, is not necessary or sufficient for employment with NMCC, nor does religious affiliation (or lack thereof) influence placement, training, compensation, or promotion with the organization. Individuals seeking positions on NMCC summer camp staff will be evaluated on the basis of their Christian faith, as well as the following criteria set forth in rule 400.11109 in the Michigan Department of Human Services publication BCAL PUB98 of 2009: (1) experience in a youth camp setting, (2) educational qualifications, (3) occupational and volunteer history, (4) leadership abilities, (5) communication skills, (6) emotional stability, (7) character, and (8) health, as well as any other criteria deemed germane by the board of directors of NMCC, the camp planning committee, or other body/individual tasked with hiring staff. Lastly, the following position descriptions list physical components of each position. An inability to meet these components does not make an applicant ineligible for any position on NMCC staff, nor would an inability to meet these components influence recruitment, placement, training, compensation, promotion, and all other matters related to employment. Any questions about NMCC employment policies should be directed to the contact information listed on the cover of this manual.

## **Camp Director**

**Description:** The camp director oversees the operation of the camp and supervises all other employees at camp. In particular, the camp director is responsible for leading camp activities unless leadership is otherwise delegated, ensuring camp activities proceed according to a defined schedule, ensuring compliance with all rules and regulations governing the summer camp program and the camp site, administering discipline to campers and staff, and acting as a spokesperson for the camp. The camp director will also work with the camp inspector during the State of Michigan Department of Human Services' annual on-site inspection.

**General Requirements:** In compliance with rule 400.11109 in the Michigan Department of Human Services publication BCAL PUB98 of 2009, the camp director shall meet all of the following requirements: be not less than 21 years of age, have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves, have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program, be familiar with camp administrative rules. If the camp director is away from the operation for more than 12 hours, the person who is left in charge shall meet all of the above requirements.

**Education/Training Requirements:** The camp director shall have a high school diploma, previous experience on the staff of the Northern Michigan Christian Camps Summer Camp program, and at least 8 weeks of cumulative experience in a youth camp setting. The camp director shall be able to read, write, and speak loud enough to be heard by all.

**Physical Components:** The camp director is expected to participate in all activities at camp and thus should be physically fit for outdoor and recreational activities. The camp director may be called upon to help supervise the aquatic area and thus should be a competent swimmer.

**Paperwork Requirements:** The camp director shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, and (5) three letters of reference specifically addressing the director's ability to meet the above requirements and work with children.

**Responsible To:** The Northern Michigan Christian Camps Board of Directors

## **Camp Dean**

**Description:** Camp deans are primary instructional leaders at camp. They lead learning sessions and activities, provide guidance and supervision to campers and counselors, assist in the setup of activities, and administer discipline to campers and staff.

**General Requirements:** Camp deans are required to supervise and lead activities at camp and, thus, leadership ability is a requirement for the position. Camp deans may also be called upon to assist with daily cabin inspections and distribute mail received during camp. In addition, camp deans will typically be at least 25 years of age.

**Education/Training Requirements:** Camp deans shall have at least a high school diploma and have previous experience at NMCC summer camp or working with youth. Camp deans shall be able to read, write, and speak loud enough to be heard by all.

**Physical Components:** Camp deans are encouraged, but not expected, to participate in the camp's activities. As such, there are no explicit physical requirements for the position.

**Paperwork Requirements:** Camp deans shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, and (5) three letters of reference specifically addressing the applicant's ability to meet the above requirements and work with children.

**Responsible To:** The Camp Director and the Northern Michigan Christian Camps Board of Directors

## **Health Director**

**Description:** The health director is the camp's chief health officer. The health director is responsible for maintaining and promoting the health of campers and staff, distributing prescription and over-the-counter medications to campers and staff as needed/required, ensuring secure, locked storage of all medications, responding to medical/health emergencies, supervising situations relevant to the health of campers and staff, contacting medical authorities in the event of an emergency, and transporting campers and staff to medical facilities as needed.

**General Requirements:** The camp health director will interact with campers and staff and administer medications and medical treatment as needed/required. Thus, communication and observational skills are required. The camp health director should also have a friendly and kind demeanor. The camp health director is also responsible for promoting the health and hygiene of campers and staff and thus may need to provide supervision or guidance to situations as needed, including, but not limited to, building and grounds cleanliness, kitchen hygiene, safety of activities, and interactions of campers and staff. The camp health officer shall be on site during waterfront activities to provide medical assistance if needed. Lastly, the camp health director is expected to assist the camp director and deans in the implementation of the camp program.

**Education/Training Requirements:** Consistent with rule 400.11121 in the Michigan Department of Human Services publication BCAL PUB98 of 2009, the camp health director shall be at least one of the following: a licensed physician, a licensed physician's assistant, a licensed nurse practitioner, a registered nurse, a licensed practical nurse, a licensed emergency medical technician, a licensed medical first responder, an adult who is certified as a wilderness first responder or has met the requirements equivalent to those set forth by the National Outdoor Leadership School manual number 16175, or one of the above licensed to practice in another state or Canadian province.

**Physical Components:** The camp health director is encouraged, but not required, to participate in activities at camp. As such, there are no explicit physical requirements for the position aside from those required to maintain a license for the positions indicated in the Education/Training requirements.

**Paperwork Requirements:** The camp health director shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, (5) three letters of reference specifically addressing the applicant's ability to meet the above requirements and work with children, and (6) provide evidence of appropriate licensure set forth in the Education/Training requirements.

**Responsible To:** The Camp Director



## **Waterfront Director**

**Description:** The waterfront director is the individual in charge aquatics activities taking place at camp. This includes swimming, wading, canoeing, and all other activities taking place at the designated waterfront area. The waterfront director is responsible for ensuring compliance with the NMCC aquatics policy and ensuring the safety of campers and staff during aquatics time at camp. This includes ensuring compliance with the NMCC “buddy system” during aquatics periods, ensuring life jacket usage in aquatic crafts, rescuing campers and staff in danger on the waterfront, administering CPR and other resuscitative techniques such as AED, and organizing waterfront searches for lost campers and staff.

**General Requirements:** The waterfront director is responsible for all activities taking place at the camp site waterfront area. During such activities, the waterfront director shall ensure orderly and safe conduct of all campers and staff. This includes defined procedures for entering/exiting the waterfront area (the “buddy system”), regular checks of camper and staff safety during aquatics periods (“buddy checks”), and prevention/cessation of any unsafe conduct during aquatics periods. The waterfront director shall not engage in activity during aquatics periods that distracts him/herself from the supervision of campers and staff. The waterfront director is also responsible for the training of aquatic observers, training campers and staff in waterfront search procedures, and educating campers and staff on appropriate waterfront conduct as specified above and in the NMCC aquatics policy. Lastly, the waterfront director is responsible for maintenance of the waterfront area and ensuring that the health director and aquatics observers are present before commencing waterfront activities.

**Education/Training Requirements:** Consistent with rule 400.11405 in the Michigan Department of Human Services publication BCAL PUB98 of 2009, the waterfront director shall have certification that is at least equivalent to the requirements for the American Red Cross manuals, numbers 655730 and 52161 respectively, which are adopted by reference for any of the following: (i) lifeguard training, (ii) swim instruction, (iii) swimming instructor or instructor trainer, or equivalent certifications as follows, but not limited to: (i) Young Men’s Christian Association lifeguard course, (ii) the National Waterpark Pool lifeguard training, (iii) Boy Scouts of America lifeguard training, or other nationally recognized lifeguard training program. The waterfront director shall also meet the requirements of Red Cross manual 654171. The waterfront director shall familiarize themselves with the NMCC aquatics policy.

**Physical Components:** The waterfront director is encouraged, but not required, to participate in activities at camp. As such, the physical components for the position are those required to maintain a license for the positions indicated in the Education/Training requirements.

**Paperwork Requirements:** The waterfront director shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, (5) three letters of reference specifically addressing the applicant’s ability to meet the above requirements and work with children, and (6) provide evidence of appropriate licensure set forth in the Education/Training requirements.

**Responsible To:** The Camp Director

## **Head Cook**

**Description:** The head cook is responsible for preparing and providing meals and snacks for campers and staff during summer camp. This individual shall plan a menu for each meal prior to the camp session and may be tasked with purchasing and transporting food supplies for the camp. In consultation with the NMCC board of directors or camp planning committee, the head cook may also assist in developing/editing a nutrition and food service policy that covers meal patterns, content, nutrition, and times.

**General Requirements:** The head cook is the main person responsible for the provision of all meals and snacks at camp. Thus, the ability to prepare large meals for groups ranging in size from 20-50 people is a key requirement. The head cook is also responsible for ensuring that campers and staff with special dietary needs receive appropriate accommodations for their meals, as set forth by these individuals' physicians. The head cook should also have the ability to prepare a wide variety of dishes and ensure that each meal meets or exceeds the nutritional requirements set forth in the most recent edition of the U.S. Department of Health and Human Services/U.S. Department of Agriculture, Dietary Guidelines for Americans. Lastly, the head cook is responsible for maintaining a clean, hygienic kitchen and food service area.

**Education/Training Requirements:** The head cook shall have a high school diploma and experience preparing meals for large groups. The head cook is also expected to be familiar with the most recent edition of the U.S. Department of Health and Human Services/U.S. Department of Agriculture, Dietary Guidelines for Americans.

**Physical Components:** The head cook is responsible for the preparation and provision of all meals and snacks at camp. The job will thus require all physical abilities related to this task, including, but not limited to, lifting heavy items, standing for long periods of time, working with hot appliances, and washing large volumes of plates/dishes.

**Paperwork Requirements:** The head cook shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, and (5) three letters of reference specifically addressing the applicant's ability to meet the above requirements and work with children.

**Responsible To:** The Camp Director

## **Assistant Cook**

**Description:** The assistant cook(s) are under the direct supervision of the head cook and are to assist in the preparation and provision of meals as specified by the head cook. The assistant cook can be expected to assist in meal preparation, serving of food, washing of dishware and cookware, cleaning the kitchen and food service areas, and all other matters related to food service at camp.

**General Requirements:** The assistant cook(s) are responsible for helping ensure the timely preparation and provision of meals at camp. Their duties in this matter are specified by the head cook and will include all aspects of food service at camp, including meal preparation for large groups, food service for large groups, cleaning dishware, cookware, and utensils, cleaning the kitchen and ensuring hygienic food service, and meeting accommodations for campers and staff with special dietary needs.

**Education/Training Requirements:** The assistant cook shall have a high school diploma and experience preparing meals for large groups.

**Physical Components:** The assistant cook is responsible for the preparation and provision of all meals and snacks at camp. The job will thus require all physical abilities related to this task, including, but not limited to, lifting heavy items, standing for long periods of time, working with hot appliances, and washing large volumes of plates/dishes.

**Paperwork Requirements:** The assistant cook shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, and (5) three letters of reference specifically addressing the applicant's ability to meet the above requirements and work with children.

**Responsible To:** The Camp Director and the Head Cook

## **Camp Counselor**

**Description:** Camp counselors provide the primary supervision for campers at camp by leading them in activities and sharing a cabin living space. Counselors at NMCC summer camp work in pairs in each cabin to ensure that campers are safe, healthy, and happy at camp. In addition, counselors manage the activities of campers, provide supervision and discipline, and keep campers active and engaged in camp activities.

**General Requirements:** The responsibilities of camp counselors are to first understand the aims and objectives of the camp program. Counselors are also to work with campers to grow in character, experiences, and insights. Counselors are to know the camp program and planning, have a winning way with campers, and guard the health and well-being of campers at all times. Camp counselors are expected to work with the camp director, the camp health officer, and deans in all of these matters and act as a primary source of communication to these individuals on the health, happiness, and well-being of campers. Because counselors are paired together for each cabin and given small group leadership roles, counselors should also have teamwork and leadership abilities.

**Education/Training Requirements:** Camp counselors shall have at least a high school diploma. Previous camp experience is desirable, but not required.

**Physical Requirements:** Camp counselors are required to participate in all activities at camp as they are able and thus should be physically fit for outdoor and recreational activities. Camp counselors may be called upon to help supervise the aquatic area, in which case swimming ability is required.

**Paperwork Requirements:** Camp counselors shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, and (5) three letters of reference specifically addressing the applicant's ability to meet the above requirements and work with children.

**Responsible To:** The Camp Director and Camp Deans

## **Spiritual Director**

**Description:** Spiritual directors lead campers and staff during worship services and other faith-based activities at camp. They are called upon to provide wisdom and insight on spiritual matters at camp and are expected to answer questions of faith posed by campers and staff during appropriate times. Working with the camp planning committee, spiritual directors are expected to help plan the week's worship activities and other spiritual components.

**General Requirements:** Spiritual directors are expected to serve as leaders during worship at camp. This may include leading evening prayer worship services, as well as special services, such as that of the closing Eucharist or the Healing Service, as the spiritual director and camp planning committee deem appropriate. Spiritual directors may also be called upon to provide expertise in the Christian faith, the history of the Christian Church, and to provide counsel to individuals with questions about faith or issues from their personal lives. As such, a kind, friendly manner and an openness to discussion of spiritual matters are requirements of the position.

**Education/Training Requirements:** Ordination as a priest, deacon, bishop, vicar, or similar position in the Christian Church is required for the position, as are the corresponding educational requirements needed to obtain ordination. Previous experience working with youth is desirable, but not required.

**Physical Components:** Spiritual directors will be required to read, write, and speak loudly enough to be heard by large groups during worship services. They are encouraged, but not expected, to participate in the camp's other activities. As such, there are no other explicit physical requirements for the position.

**Paperwork Requirements:** Spiritual directors shall complete all of the following prior to camp: (1) camp staff personnel record, (2) health history record, (3) Michigan Department of Human Services Central Registry Clearance, (4) Michigan State Police Criminal History Background Check, and (5) three letters of reference specifically addressing the applicant's ability to meet the above requirements and work with children.

**Responsible To:** The Camp Director

### 3. Camp Norms

The following are general procedures and rules that exist during NMCC summer camp. Some elements are described in greater detail in the various policies to which they are appropriate.

#### **Boundaries**

The following boundaries are adopted for Summer Camp during most activities, except as described below. These boundaries apply to campers and staff and are as follows:

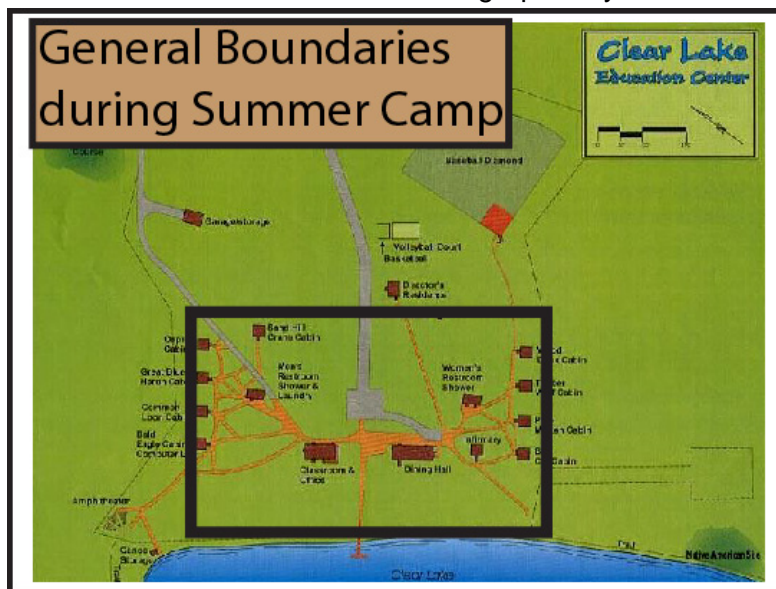
West: The back of the boys' cabins

East: The back of the girls' cabins

South: The trail adjacent to the waterfront area

North: The northern-most wall of the Sand Hill Crane and Wood Duck cabins

These boundaries are shown below graphically:



Exceptions to these boundaries include:

1. Field time - campers and staff use the ball fields to the north of the cabins
2. The cookout and other events taking place at the amphitheater
3. Aquatics time - campers and staff will be at the waterfront
4. Any other special activities taking place outside these boundaries as directed by the camp director or deans.

#### **Air Horn Signals**

A single blast of the air horn will be used to signal the beginning of activities and instruct campers to gather at a designated location. The air horn will be sounded at 8 a.m. each day to wake campers and staff and again at 8:30 a.m. to indicate that campers should gather at the dining hall for breakfast. Single blasts of the air horn will be used throughout the day to instruct campers to gather for various camp activities, including learning sessions, field time, aquatics time, and cleaning time.

#### **Emergency Drills**

During each camp session, the camp shall perform at least one emergency procedures drill. The initiation of emergency procedures is indicated by repeated blasts of the air horn. During such an occasion, campers and staff are to gather at the center of the landing between the dining hall and learning center, where they will receive further instruction. In the event of an actual fire or fire drill, campers and staff shall make their way to the waterfront, where campers and staff shall group themselves into cabins and a head count shall be performed by the waterfront director. In the event of an actual tornado or tornado drill, campers and staff shall make their way to the learning center, where campers and staff will sit facing the walls, and a head count shall be performed by the waterfront director.

During either the fire or tornado drills, the camp director and a camp dean shall perform a check of all buildings to ensure that no campers or staff are separated from the group. The camp director shall maintain a record of

all drills for each camp session that includes the type of drill performed, the date and time, the response time to assemble the group in the indicated location, number of persons not responding to the drill, and any **germane** comments.

### ***Daily Schedule***

A typical schedule for each full day of summer camp is shown below:

8:00 a.m. – Wake Up/Morning Staff Meeting: Staff gather at the dining hall for a brief overview of the day's activities. Campers and staff may get up to shower, brush teeth, etc....

8:30 a.m. – Breakfast

9:15 a.m. – Clean Up: Campers are required to clean their cabins and the buildings on the camp site each day.

10:00 a.m. – Learning Session: Learning sessions are a time for spiritual education at camp. They typically consist of narration by staff of Biblical events related to the week's theme. This is generally followed by a group activity that frequently uses group discussion, reflection, arts and crafts, and performance elements.

12:00 p.m. – Lunch

12:45 p.m. – Quiet Time/Staff Meeting: During this time, the campers return to their cabins where they can nap, rest, or talk amongst themselves. The staff meets to address any issues with campers or questions they may have.

2:00 p.m. – Recreation Time: This is field recreation time and consists of a number of different games. Examples include tag games, capture the flag, barbarians, etc....

3:15 p.m. – Aquatics Time: Campers can use the designated, roped-off swim area. Campers who choose not to swim can play games in the recreation hall. Canoe time is sometimes used instead of swimming as camper/staff interest dictates.

4:15 p.m. – Canteen: Campers have a short snack.

4:30 p.m. – Learning Session

6:00 p.m. – Dinner

7:00 p.m. – Recreation Time

8:00 p.m. – Snack Time

9:00 p.m. – Evening Prayer: Evening prayer is a short Christian worship service used at the end of each day. The service consists of a number of prayers, readings, and singing.

9:30 p.m. – Evening Activity: Campers can participate in an evening activity or go to bed. Example evening activities are board games, movies, and group discussions.

11:00 p.m. – Lights out

### ***Summer Camp Check-In/Out Procedures***

Northern Michigan Christian Camps uses the following procedures to check campers in and out of camp:

#### *Check-in:*

- Step 1: Upon arrival at camp, parents/guardians shall meet with the director to ensure that all necessary paperwork has been completed and is on hand, and that the registration fee has been paid.
- Step 2: Parents/guardians sign a form acknowledging that they are checking their camper into NMCC summer camp.
- Step 3: Parents/guardians and their associated campers meet with the health director to review the health history document, perform the initial health screening, and check

in any medications.

Step 4: Parents/guardians will then be introduced to their camper's counselors, who will help them move the campers into their cabins.

#### *Check-Out:*

Step 1: Parents/guardians will meet with the camp director and sign a form acknowledging that they are checking their camper out of NMCC summer camp.

Step 2: Parents/guardians will meet with the health director who will return any medications that were checked in at the start of the week.

#### *Notes:*

- Parents/guardians/relatives/etc.... may not take campers from the camp site without completing the check-out procedure.
- The arrival of any parents/guardians at the camp site, particularly if it is unscheduled, shall be immediately communicated to the camp director or deans.

#### ***Camp Covenant***

At the start of each camp session, campers and staff create a mutually-agreed upon camp covenant. The covenant contains the rules and guidelines campers and staff agree to follow during the week. Rules may be proscriptive (e.g., "support each other during activities") or prohibitive (e.g., "do not tease each other"). In either case, rules may be suggested by campers and staff and are added after discussion, evaluation, and mutual agreement, by the entire group. When all rule suggestions have been added and the Camp Covenant is complete, all campers and staff members sign the covenant, indicating their commitment to follow the indicated rules and guidelines during the week at camp. Typically, midway through the week, and whenever deemed appropriate, the Staff and campers will review the covenant together to remind everyone of the rules that they have agreed to follow.

#### ***Cabins***

Campers are separated into cabins first on the basis of gender, and then on the basis of age. Each cabin shall have at least 2 counselors and not more than 12 total persons in a cabin.

#### ***Tribes***

Campers and counselors will be placed into groups known as tribes at the start of each week. Tribes shall be composed of 1 male and 1 female counselor and shall include an intentionally heterogeneous (with regard to age and gender) mixture of campers. Campers and counselors shall assemble into their respective tribal groups for learning sessions and field time activities.

#### ***Staff Meetings***

At approximately 8:10 a.m. each morning and immediately following lunch, all staff members shall gather for a brief staff meeting. The morning's meeting shall be used to provide an overview of the day's activities, answer any questions about these activities, and address any issues regarding campers and staff. The afternoon meeting shall be used to check in with counselors about the health, happiness, and well-being of campers, as well as to address any social issues or questions staff may have.

#### ***Worship at Camp***

Each day at camp will include at least 1 worship service, typically a short evening prayer service. The camp spiritual director(s) shall coordinate the type, length, and content of each worship service in conjunction with the camp planning committee. Often, each cabin or tribe will be tasked with working with the spiritual



director(s) to help lead one night's service during the week. The spiritual director(s) will also typically lead special services during the week, which may include a Healing Service or Eucharist.

### ***Mail at Camp***

Campers and staff may receive mail during the week at camp. All are encouraged to remind parents, family, friends, and parishioners from home Churches to send them mail during summer camp. Mail can be sent to:

Camper or Staff Member Name  
c/o Northern Michigan Christian Camps  
8025 North Clear Lake Road  
Manistique, MI 49854

Mail will be delivered during lunch time. NMCC encourages parents/guardians, friends, relatives, parishioners from home congregations, etc., to send mail to campers.

### ***Cleaning and Inspections***

As part of each day at camp, campers and counselors are required to clean their cabins and one of the non-cabin buildings on the camp site (e.g., bathrooms, dining hall, learning center, etc....). Counselors shall supervise these cleaning activities and ensure they are completed in a timely fashion with all cabin members participating in the process. Frequently, counselors will also work with their campers to creatively decorate their cabins for subsequent inspection. Prior to lunch, camp deans, the camp director, or other designated parties shall inspect cabins and the buildings to determine the quality of the cleaning. During lunch, these individuals will share the results of their inspections. The inspectors shall choose 1 cabin each day as the cleanest cabin and bestow upon this cabin the "Golden Dustpan". This cabin shall also go first for all meals until the next day's inspection results are shared. The inspectors shall also, at their discretion, name 1 cabin as the most creative. Winning this award shall entitle that cabin to a choice of a visible prize or that prize contained in the "Mystery Box".

### ***Rest Time***

Following lunch, campers and counselors shall adjourn to their cabins for rest time. Rest time shall last approximately 1 hour and campers and counselors shall remain in their cabin during this time. Campers are to remain quiet during this time, although they may talk amongst themselves, work on their cabin skits, play games, etc..... provided they are not disturbing other cabins.

### ***Meal Time Procedures***

Campers and staff shall file into the dining hall in an orderly fashion when directed to do so by the camp director or deans. Camp counselors will choose a table at the start of the week that they will sit at for each meal. Campers and non-counselor staff may sit where they choose initially, but will be required to choose a new table every 3 meals. Meals at camp will typically be served buffet-style. The camp director or deans will dismiss tables to get food one at a time and may use various metrics (e.g., whistling skills, enthusiasm, rhythmic clapping, etc.....) to will determine which table shall go first. (excluding those campers and counselors who are permitted to go first by virtue of winning cleanest cabin). Prior to each meal, a short song of praise will be sung in gratitude for the food. A volunteer will then be sought to say grace. This individual may will also have the opportunity to be the first person in line for the meal. At the end of each meal, campers and staff will scrape their plates and utensils, return their plates and utensils them to the kitchen, and assist in the wiping down of the their respective tables.

### ***The Cookout***

On Wednesday of each camp session, the group shall have a cookout at the Clear Lake amphitheater (weather permitting). All campers and staff shall help in carrying materials to the amphitheater and setting up,

as directed by the head and assistant cooks. Campers and staff will eat their meal at the amphitheater and the group shall ensure the site is clean, the supplies are returned to the kitchen, and any fires are extinguished before leaving.

### ***The Talent Show***

On Thursday of each week, there will be a camp talent show. Individuals or groups may sign up during the week. Each cabin shall create a skit during the week that they will present during the talent show.

### ***Visitors***

Visitors to the camp shall make themselves known to the camp director or deans upon arriving at the camp site. It is preferred, and advised, that visitors schedule their visits ahead of time with the camp director or deans. Parents are welcome to visit the camp at any time and need not schedule their visit; however, they must still make themselves known to the director or a dean upon arrival and may not take campers from the camp site without completing the previously described check out procedure. Historically, the best days to visit are the Cookout and Talent Show days.

### ***Calling Home***

Campers who wish to call or email home may do so at any time. Clear Lake provides a land-line telephone and internet access that will be used for this purpose.

### ***Prohibited Items at Camp***

Campers shall not bring any of the following to camp: cell phones, mp3 players, food, alcohol, fireworks, hatchets, knives, or any other dangerous implements. Cabin counselors and other camp staff shall notify the director upon seeing campers with any of these items or other items they believe to be unsafe. The camp director will confiscate all such items and return them at the end of the week to the camper's parent/guardian. With the flexibilities available in these camp norms, there are no exceptions to the prohibited items.

## **4. Behavior Management Policy**

### **Rule 400.11113**

#### ***Background***

Note: Much of the information in this document comes from the publication “Positive Approaches to Managing Campers”, available on the Michigan Department of Human Services web site. The campers in your keeping will have many behaviors which are normal, habitual responses to everyday occurrences. Since they each come from different homes with unique experiences, you will have a multitude of behaviors with which to deal. While it is important to react effectively in controllable situations it is equally important to realize when situations are beyond your control or ability to handle, and to seek out the help of more experienced staff, such as deans or the camp director. NMCC typically serves campers ranging in age from 10-18. The developmental needs of this population will include all of the following: structured activities, positive praise, clear expectations of conduct, consistent discipline, opportunities for socializing with other campers and staff, goals, learning opportunities, and social/emotional support from staff.

#### ***Prevention***

The time during which most problems occur seem to be unsupervised free-time, and “down-time” (waiting for the next activity to begin). The NMCC planning committee provides a routine schedule that occupies much of the day, however, there is always transition time between activities. NMCC staff are expected to provide continuous supervision of campers at all times and with at least one other adult staff member present, especially during these transition periods or during other down time. In addition to providing supervision, counselors and other staff should be capable of engaging groups of campers during down time through activities like songs, games, group questions, and general discussion. Providing this level of continuous supervision and engagement will help prevent behavioral incidents from occurring and allow for rapid response in the event that behavioral issues do occur.

#### ***Rules***

Much of the behavioral conduct at camp will be specified in the camp covenant. At the start of each camp session, campers and staff create a mutually-agreed upon camp covenant. The covenant contains the rules and guidelines campers and staff agree to follow during the week. Rules may be proscriptive (e.g., “support each other during activities”) or prohibitive (e.g., “do not tease each other”). In either case, rules may be suggested by campers and staff and are added after discussion, evaluation, and mutual agreement, by the entire group. When all rule suggestions have been added and the Camp Covenant is complete, all campers and staff members sign the covenant, indicating their commitment to follow the indicated rules and guidelines during the week at camp. Typically, midway through the week, and whenever deemed appropriate, the Staff and campers will review the covenant together to remind everyone of the rules that they have agreed to follow.

A typical list of rules that will likely be included in any camp covenant is as follows:

1. Be supportive of each other during activities
2. No teasing or bullying
3. Keep your personal area of the cabin clean and respect the boundaries of other people’s personal areas
4. Participate in all activities as you are able
5. Listen to the instructions of deans, counselors, and other staff

Other general rules for each camp session are as follows:

1. Be quiet and respectful during quiet time and worship services
2. No bare feet, except during aquatics time, and no running on the trails
3. Lights out is at 11:00 p.m. and campers are to be quiet after this time

4. Campers and staff shall be mindful of each other's personal space and not engage in unwanted physical contact
5. All campers will help their cabin with their daily cleaning responsibilities each day.

These rules shall be enforced consistently and equally across cabins and campers. Campers should receive positive praise when staff notice their compliance with these rules.

### ***Addressing Campers***

Counselors and other staff should use the following procedures when addressing campers, especially when making requests.

- Make your request as a statement, not as a question.
- Make eye contact with the camper when giving instructions or making requests.
- Stand no more than 3 feet away from the camper as you give instructions or make requests.
- Make one request, then follow through with camper to be sure he or she complies. Do not repeat your request over and over.
- Use a pleasant tone of voice when talking with your campers; keep your voice volume low, but firm.
- Avoid becoming emotional. Remain calm, and never yell or name-call.
- Be specific in your requests. "Put your dirty clothes into the laundry bag, pull the sleeping bag neatly over your bunk, and put your things under the bunk," leaves no questions compared to "clean your area."
- Always praise and reinforce your campers when they follow directives. Also reward them for completing tasks without being told to do so.
- Address the issue directly-don't "hint around," and expect the camper to "catch on." Do not use sarcasm as a means of control.

### ***Discipline***

In the event that a camper is found to be in violation of any of the above rules or those contained in the camp covenant, staff are to intervene and respond as quickly as possible. Staff should speak directly with the camper and make sure the camper understands which rule(s) their behavior is in violation of. Campers should also be reminded of the camp covenant and the fact that they agreed to follow the rules contained therein while at summer camp.

Camp counselors catching campers in violation of the camp rules or engaging in inappropriate behavior are to work with a dean or the camp director in administering discipline. Staff will work together to define a disciplinary approach appropriate to the rule violation. At all times, this shall include a conversation with the camper about what rule(s) were violated, why this is inappropriate, and what reparations should be made to any individuals affected by the camper's behavior. In the event that a camper's behavior negatively affects another camper or staff member, an apology will be made to the affected camper and a behavioral plan will be developed to prevent similar infractions from occurring again. The disciplinary actions taken by staff will vary from incident to incident. Examples of some measures that may be taken include, sitting out activities, loss of camp privileges, calling home to the parents/guardians, and (in rare circumstances) sending a camper home. At no time at summer camp shall a camper be deprived of food or sleep; be placed alone without staff supervision, observation, and interaction; or be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint, regardless of that camper's behavior.

## ***Specific Issues***

The following provides suggestions for dealing with specific issues that may occur during summer camp.

### *Homesickness*

- Meet, as a group, nightly. During this time you can share fun events of the day, and offer encouragement to campers having difficulty adjusting. During this time, other “veteran” campers may also offer ways with which they dealt with homesickness their first time at camp.
- Encourage campers to write letters, or keep journals, throughout their stay.
- When campers become “down” speak with them briefly, and remind them that camp only lasts a few days, and it is a lot of fun while it lasts.
- Use humor to get the camper to laugh.
- Eliminate as many “down times” during the first day or so as possible. This is the time during which you will have your greatest difficulty not only with homesickness, but with arguments and fights, as well.

### *Fear of an Activity*

- Show campers that you care. Be patient. Do not ridicule or humiliate campers who are afraid. It is not funny to them, and they will only feel worse as a result.
- If the campers show an interest in doing an activity of which they are afraid, break it down into small increments, allowing them to complete just one part of the activity at a time, and then help them to go on to the next step. By completing one small step at a time, they learn that they are able to do it and, hopefully, will be more open to trying something even when they are afraid.
- Discuss it openly during a group meeting with your campers, giving them an example of when you were very scared, what you did to cope, and how it turned out.
- Talk quietly with the camper and reassure him that everyone is afraid of something, and that it is alright to be afraid. Sometimes, just talking about those fears helps the camper to relax, and the fears to subside.
- Be sure that your other campers are not teasing that camper. Also, be sure that they are not, behind your back, trying to get the camper more afraid by telling him stories or tales purposely meant to “get him going.”
- Move around your group. This will help reassure the campers that you are always nearby.
- Make as many of your activities as possible enjoyable to the campers, and within the ability levels of the average camper to successfully complete.
- Set campers up with “peer buddies.” In this way, they have one more person to rely upon besides you.

### *Difficulty Paying Attention*

- In working with a camper who has attention difficulties, you must be patient, flexible, and willing to work with the camper on an individual basis.
- When teaching activities, focus the camper’s attention by guiding him through the instructions rather than simply calling his name and reminding him to pay attention.
- Pair the camper who has attention difficulties with another camper who stays focused and attentive. This will provide an appropriate peer model, and will also help to keep him focused.
- Keep camper who has attention difficulties near you during times when he and the other campers need to be focused (e.g., during directions, presentations, group activities).

### *Inappropriate Language*

- Be sure the camper understands what will happen when he speaks to adults in disrespectful way (adults may choose not to interact with him, and he may be excluded from activities).
- Be sure you are not inadvertently reinforcing inappropriate language by attending only when profanity is used.
- Be an appropriate role model by using appropriate language and references to others at all times.
- Give your campers examples of alternative words to use when they’re angry or frustrated.

- Do not intervene on “here-say.” Only deal with disrespectful comments that you hear, thereby avoiding reinforcing tattling behaviors.
- Don’t argue with the camper; you know what you heard.
- Always be consistent in what you expect, and in what will happen when campers fail to meet those expectations.
- Be respectful toward your campers. Speak to them in way that you would prefer to be spoken to; be calm and objective.
- Do not ignore inappropriate comments - they probably will spread to other campers rather than go away, thereby increasing your difficulty in dealing with them.
- Do not over-react (e.g., don’t look astonished, act shocked, become angry, or mirror your campers’ behaviors and inadvertently worsening the behavior and the situation). Speak calmly and in a straight-forward manner.

#### *Camper Not Helping With Assigned Cleaning*

- Meet, individually, with campers who are not meeting the criteria established to discuss their difficulties in meeting your criteria. Offer suggestions in how the camper may increase their effectiveness in this area.
- Do not allow campers who have not met the criteria to participate in the earned “bonuses” of those campers who worked to meet the criteria - you are not excluding the campers from anything; this was an earned privilege that the non-participating campers chose not to work toward attaining.

#### *Name Calling*

- Move around your group often to be able to hear appropriate and inappropriate references to each other.
- Be sure the camper knows what will happen when he speaks to peers in a disrespectful way (other campers may not want to interact with him, and he may be avoided by them).
- Teach your campers about how “hurtful” unkind remarks feel when they are received, regardless of how “funny” it may seem when they are said. Humor is not really funny if it is at another person’s expense. Do not do this by publicly humiliating them so that they, too, “know what it feels like.”
- Be a good role model by treating others respectfully at all times.
- Stress the importance of each member’s contributions to the group, including diversity.
- Provide correction in a kindly manner; give guidance and model the expected behavior, as the camper may not have developed appropriate social skills and, therefore, may not know that it is not acceptable behavior.
- Intervene immediately to name-calling and unkind remarks, as they may spread to other campers, thereby increasing the number of hurtful remarks another camper may have to deal with.
- Do not laugh or react positively toward inappropriate behaviors when they are directed from one camp member to another; you will undermine your effectiveness with your group.
- Avoid over-reacting (e.g., don’t look astonished, act shocked, become angry, or mirror your campers’ behaviors) thereby inadvertently worsening the behavior and situation.

## 5. Health Services Policy

### Rule 400.11119

#### ***Health Director Position and Staffing***

The Health director shall hold certification as described below and be current in CPR. This individual will reside in the Health Cabin at the campsite for the duration of summer camp and shall be available 24 hours a day to assist in health-related issues. In the event the health director is unavailable or indisposed, another individual with current Red Cross Standard First Aid Training & CPR certification (typically the waterfront director), may be designated to assist in health-related matters. The Health director shall indicate their whereabouts on camp property, preferably on a sign posted on the Health Cabin door or staff quarters, and will always inform the camp director if he/she is leaving the campgrounds so that continuous coverage will be available for emergencies.

#### ***Health Cabin***

The camp shall designate one cabin as the health cabin. This cabin shall serve as the residence of the health director. In addition, the health cabin shall provide secure, locked storage of camper and staff prescription medications. It will also serve as the storage space for at least 1 first aid kit and any other health supplies for the camp. The health cabin shall also contain multiple beds to be used as a quiet, resting area for injured, ill, or otherwise indisposed campers. Such campers will not go inside, near, or directly adjacent to a food storage, preparation, or serving area. The health cabin shall also contain separated rooms in the event that a camper or staff member needs to be isolated from the rest of the group for their own or the group's health.

#### ***Health Director Qualifications***

Consistent with rule 400.11121 in the Michigan Department of Human Services publication BCAL PUB98 of 2009, the camp health director shall be at least one of the following: a licensed physician, a licensed physician's assistant, a licensed nurse practitioner, a registered nurse, a licensed practical nurse, a licensed emergency medical technician, a licensed medical first responder, an adult who is certified as a wilderness first responder or has met the requirements equivalent to those set forth by the National Outdoor Leadership School manual number 16175, or one of the above licensed to practice in another state or Canadian province. The health director also shall have current CPR/AED training and certification.

#### ***Off-Site Medical Services***

In the event of non-emergency medical situation requiring off-site care or resources, campers or staff in need of medical services shall be transported to our camp medical facility, Munising Memorial Family Medicine Center. The address of the center is 1500 Sand Point Rd; Munising, MI 49862



Phone: 906-387-4100

Days/Hours: Sunday-Saturday 9 a.m. – 5 p.m.

Emergency Number: 911

Munising Memorial Hospital will be accessible by phone and to see sick or injured campers in office. The Munising Memorial Emergency Care Unit is open 24 hours a day, 7 days a week and will be used for all emergency medical situations.

#### ***Emergency Transportation and Services***

In the event of an emergency or serious injury, the health director or camp director will make the decision to call EMS or to transport the individual(s) concerned for medical treatment. EMS service is available from Michigan Transportation Services by calling the Sheriff's Department at: **911 or 877-777-7900**. Other emergency and non-emergency transportation may be provided by an administrator's vehicle (see

Transportation Policy). A staff member will accompany any person sent by either car or ambulance to the hospital.

### ***Notification of Parents***

Camper's parents or legal guardians will be notified by the Camp Director or Camp Nurse as follows:

- 1) Immediately in the event of death
- 2) Immediately following admission to the hospital
- 3) The next morning following an overnight stay in the Health Cabin
- 4) As soon as possible if Health director and/or physician recommends that camper returns home due to serious injury or illness.
- 5) At the health director's discretion if other matters that require their attention related to the health of their child.
- 6) At the camp director's discretion.

Parents/guardians will be contacted at the phone numbers provided on their camper registration sheet. If unavailable by phone, a message will be left when possible, and parents will also be contacted via email if possible. Multiple attempts will be made to contact parents/guardians, until successful.

### ***Regular Observation of Camper Health***

Cabin counselors are to be mindful of the health, well-being, and happiness of their campers at all times. Any changes in appearance, appetite, activity level, behavior patterns, or health habits are to be reported to the health director, who will assess the situation and take appropriate action.

### ***Initial Health Screening***

All campers will be screened by the Health director upon arrival at camp. The Health director shall make note of any signs of communicable disease in the camper and inspect campers for signs of potential abuse. In addition, the initial health screening shall include all of the following:

1. Checking in of all medications (prescription and non-prescription). All medication must be in original container with dosage and frequency marked.
2. A review of the health history document.
3. A discussion with the camper of current health needs.
4. An observation of the camper's physical state paying particular attention to potentially contagious diseases and possible abuse.

### ***Health Care and First Aid Supplies at Camp***

Emergency first aid supplies will be located in the health cabin, kitchen, and at the waterfront area. All other health kits will remain in the health cabin when not in use. All medications will be kept in the Health Cabin in secure, locked storage if it is not medically contraindicated to do so (such as refrigerated medications). An inventory of supplies for health and first aid kits is listed on the following page.



<p><b>In the Health Center</b></p> <ul style="list-style-type: none"> <li>_ adhesive strip</li> <li>_ adjustable wooden crutches</li> <li>_ alcohol</li> <li>_ analgesic ointment</li> <li>_ antibiotic ointment</li> <li>_ anti-fungal cream</li> <li>_ anti-diarrheal treatment</li> <li>_ antihistamine</li> <li>_ anti-inflammatory cream</li> <li>_ bleach (disinfecting, 1:10 sol.)</li> <li>_ cardboard box splints</li> <li>_ chemical cold packs</li> <li>_ conforming bandage roll (assorted)</li> <li>_ cotton-tipped swabs</li> <li>_ decongestant</li> <li>_ dental rolls (nose packing)</li> <li>_ disposable gloves</li> <li>_ ear drops</li> <li>_ elastic bandage roll(assorted)</li> <li>_ eye pads</li> <li>_ iodine skin cleanser</li> <li>_ non-adherent pads (assorted)</li> <li>_ paper towels</li> <li>_ safety pins (large)</li> <li>_ seal able bags (infectious waste disposal or ice bags)</li> <li>_ slings</li> <li>_ sponge rubber rolls</li> <li>_ sterile gauze pads (4x4, 2x2)</li> <li>_ tongue blades</li> </ul>	<p><b>In First-Aid Kits</b></p> <ul style="list-style-type: none"> <li>_ absorbent cotton</li> <li>_ alcohol/swabs</li> <li>_ antibacterial soap</li> <li>_ adhesive strips (assorted)</li> <li>_ butterfly bandages (lg, sm)</li> <li>_ change for phone</li> <li>_ CPR mask</li> <li>_ disposable gloves</li> <li>_ elastic bandage</li> <li>_ emergency phone numbers</li> <li>_ gauze pads</li> <li>_ gauze rolls (2-inch)</li> <li>_ Insect sting kit</li> <li>_ instant cold pack</li> <li>_ moleskin</li> <li>_ needles</li> <li>_ non-stick pads</li> <li>_ note pad, Pencil</li> <li>_ roll of adhesive tape</li> <li>_ safety pins</li> <li>_ sanitary napkin</li> <li>_ scissors</li> <li>_ sealable plastic bags</li> <li>_ sterile dressing(4x4, 2x2)</li> <li>_ triangle bandage</li> <li>_ tweezers</li> <li>_ zinc oxide</li> </ul> <p>Plus, for out-of-camp trips, a first-aid kit should include:</p> <ul style="list-style-type: none"> <li>_ emergency meds (Epi-pens, pain relievers, antihistamines)</li> <li>_ individual camper medications</li> <li>_ inflatable splints</li> <li>_ insect repellent</li> <li>_ steri-strips</li> <li>_ sunblock</li> <li>_ thermometer</li> <li>_ water-purifying tablets</li> </ul>	<p>First-aid kits are stocked and available at the following activity areas:</p> <ul style="list-style-type: none"> <li>_ archery range</li> <li>_ cabin clusters</li> <li>_ crafts</li> <li>_ dining area</li> <li>_ horse stable</li> <li>_ lake</li> <li>_ pool</li> <li>_ sports area</li> <li>_ vehicles</li> </ul>
<p>Each time you use a first aid kit, check the supply level. It is the counselors' responsibility to turn in a note (with information for health treatment details) and a list of needed supplies to the health supervisor. This person will restock the first aid kits as advised.</p>		

### ***Medication Storage and Administration***

All camper and staff medications (including non-prescription medications and nutritional supplements) must be turned into the health director. They should be in the original container with the dosage and frequency marked. The health director is responsible for keeping all prescription drugs and medications under locked storage in the health cabin. If the health director is off duty, the camp director will retain a key to the locked storage cabinet(s) and assume the responsibility of the health director, under their direction. The health director will prepare and dispense medications to the appropriate persons at meal times. Those campers who receive bedtime medications will come to the health cabin between 9:30 and 10:00 pm to obtain them. Other medications needed for routine health problems will also be dispensed by the health director according to standing orders.

### ***Follow Up***

The health director or camp director will return all medications at check out and check at that time for any continuing problems that should be taken care of once home. Parents will be able to talk to the health director and camp director if they have any questions or if appropriate based on observation of campers during the week.

### ***Camp Outs and Field Trips***

At this time, NMCC does not engage in camp outs or field trips. In the event that the camp planning committee wishes to do so, however, the following procedures will be used. Cabin counselors are responsible for checking out a first aid kit from the health director prior to leaving on a camp out or field trip and shall take a portable means of communication (e.g., cell phone or two-way radio) with them. The health director will give instructions to the counselor as to any prescription medications which must be given to the campers involved and the medications will be kept under secure, locked storage by the counselor if it is not medically contraindicated to do so.

Any medication dispensed or treatments given will be recorded by the cabin counselor on a health log. All parties will check back in with the health director upon their return. The health director will review the treatment log for any follow up that should be done. A staff member with First Aid and CPR training will accompany all groups leaving the campgrounds. If an accident occurs while away from camp, the camp director and health director will be notified immediately, and the proper course of action will be taken. If medical treatment is needed, an accident report form will be filled out.

### ***Health Records***

The NMCC camp health services policy shall be reviewed annually by the camp director and camp health director. Following this review and any resultant modifications of the policy, the camp director shall obtain review of the policy by a licensed physician, consistent with rule 400.11119(2) of the Michigan Department of Human Services publication BCAL PUB98 of 2009. Areas of the policy under review shall include at least all of the following:

- (1) Procedures for camper health screening
- (2) Arrangements for on-call health care consultation services
- (3) Arrangements for emergency health care services and emergency transportation to an emergency health care facility
- (4) First aid and health care supplies
- (5) The storage and administration of prescription and non-prescription drugs and medications
- (6) Medical procedures for camper trips away from a campsite
- (7) Procedures for daily observation of each camper's physical state
- (8) Procedures for prompt and responsive notification of the camper's authorized person
- (9) Health director staffing
- (10) Procedures for preventing disease transmission/universal precautions equivalent to those in the American Red Cross Manual 655107

### ***Exposure Control Plan***

To ensure compliance with OSHA's pathogen exposure guidelines, the following exposure control plan is adopted by NMCC. This policy is intended to educate NMCC staff 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. NMCC 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 NMCC to protect employees and campers, and the actions taken by NMCC if blood or body fluid exposure occurs.

Please note that all positions on NMCC staff have the attendant risk of exposure to blood and other bodily fluids. This is particularly true for staff members who are expected to provide first aid services. These individuals include the camp health director, the waterfront director, and other individuals with first aid training. These positions, therefore, have the highest risk of exposure to disease-causing or disease-containing pathogens. All other individuals on staff are expected to direct affected individuals to these personnel in the event of an exposure incident.

### ***Exposure Control Training***

Training, including coverage of the procedures and practices contained in this policy, is to be conducted by the camp health director. A record of who received the education and its content is kept for three years by the camp director. Training shall include all of the following content areas:

I. Identification of risk areas, including (but not limited to): contact with blood-borne pathogens (e.g., hepatitis, HIV), contact with airborne pathogens (e.g., common cold, influenza, and TB), and contact with surface-borne pathogens (e.g., staph infections, fungus).

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

III. Work practices designed to minimize exposure:

1. Availability of personal protective equipment (PPE), including gloves; CPR masks; antimicrobial soap; eye, nose, and mouth shields; and body fluid spill clean-up kits.
2. Double-bagging via red bag and disposal procedure for hazardous waste.
3. Screening individuals who come to the program.
4. Requiring participants to provide health information.
5. Use of universal precautions by staff.
6. Education for people working in risk areas, including health care team members, lifeguards, housekeeping, kitchen staff.
7. Hepatitis B vaccination for first-aid providing staff. NMCC encourages non-vaccinated staff to get vaccinated.
8. Demonstration which teaches effective use of the CPR mask.
9. Location of sharps containers, proper use of sharps containers, and items to be deposited in sharps containers.
10. Resource personnel to answer questions: Camp health director, camp supervising physician, and the Michigan State Department of Health epidemiologist.

### ***Procedures to Minimize Exposure Risk***

In recognition of the fact that serving on the staff of NMCC carries with it the risk of exposures, NMCC hereby adopts the following procedures to minimize this risk. First, staff are to use appropriate PPE any time they will knowingly come into contact with bodily fluids or apply skin treatments (such as poison ivy medication). After using gloves, contacting potential risk sources (surface or fluid), or unprotected contact with bodily fluids, staff shall wash their hands for a minimum of 30 seconds using antimicrobial soap. This shall be extended to 60 seconds in the event of a blood splash. CPR masks are to be used during resuscitation efforts requiring artificial respiration. Staff are encouraged to receive the vaccination for hepatitis B. Staff are expected to dispose of sharps properly, which includes no re-capping of needles, all sharps in a sharps container, and appropriate disposal of sharps in the sharps container when the container is filled. All exposures (including known and suspected) shall be reported immediately to the camp health director. Lastly, the camp director and health director shall evaluate compliance with these procedures at the end of each camp session to determine their effectiveness and make any necessary changes to procedures and this policy.

### ***Non-First Aid Staff Procedures***

Non-first aid staff have a lower risk of exposure than first-aid providing staff at camp. In the event of a possible exposure event, they are tasked with minimizing their own risk of exposure while alerting first-aid providing staff to the incident. To ensure best responses to such situations, the following guidelines are set forth and provided as part of exposure control training to non-first aid staff.

1. Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the waterfront and health center.
2. Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first aid kits. Staff members who want to carry a pair on their person may obtain them from the health center.
3. Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
4. Staff are instructed to initiate the camp emergency response system immediately.
5. Staff participate in a discussion of "emergency" to establish defining attributes of their response.
6. Staff are educated to approach care of minor injuries from a coaching perspective and specifically directed to refer injured people to the health director if self-care is inappropriate or impossible.

**Post-Exposure Plan for Camp**

NMCC staff who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the employee who must immediately (within fifteen minutes) notify the health director following a blood exposure. The following plan is initiated. 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.

<b>Time Line</b>	<b>Employee's Actions</b>	<b>Health Director's Actions</b>	<b>Camp Director's Actions</b>
Within 24 hours	<p>Exposure incident occurs. Report incident to health director within 15 minutes of exposure</p> <p>Begin prophylactic treatment.</p> <p>Worker's comp form and incident report are to be completed.</p>	<p>Notify camp director.</p> <p>Begin 15 second scrub of area with bacteriostatic soap followed by application of disinfectant</p> <p>Contact supervising MD and refer client for assessment</p> <p>Begin psychosocial support process.</p>	<p>Determine source of contamination, initiate request to have source screened for infectious diseases.</p> <p>Notify insurance. Create incident report file with supporting documentation.</p> <p>Contact mental health professional for employee.</p> <p>Complete worker's comp and incident report form with employee.</p>
Within next 48 hours	<p>Continue medical follow-up per MD orders.</p> <p>Begin counseling support</p>	<p>Monitor client adjustment to situation; answer questions as needed.</p> <p>Provide needed cares.</p>	<p>Follow testing of source individual as warranted.</p> <p>Consult with mental health professional to arrange post-camp therapy per need.</p>
Beyond first three days	<p>Continue post-exposure prophylaxis as directed by MD.</p> <p>Participate in review of incident.</p>	<p>Participate in review of incident.</p>	<p>Maintain contact with employee to follow incident. Lead review of incident. Review incident, adapt camp practices as needed to manage risk, to minimize chance for repeat of situation.</p> <p>Maintain records for duration of employment plus 3 years.</p>

### ***Information on Universal Precautions***

As part of an overall exposure control plan, mandated by the OSHA Bloodborne Pathogens Standard, "universal precautions" are part of infection control practices. They are specific guidelines which must be followed to provide maximum protection for staff from diseases which are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross- contamination from blood-borne pathogens.

1. All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated. Personal Protective equipment such as latex or vinyl disposable gloves will be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.

2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.

3. Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol (70% v/v with H<sub>2</sub>O), or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present. As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.

4. Remove gloves properly pulling from inside out and ensuring no skin contact with the outer portions of the glove. Place gloves in a biohazard bag with other collected biohazardous waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly (at least 60 seconds with antimicrobial soap) if contaminated with blood or other body fluids.

5. Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.

6. Needles should not be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant "sharps" containers for disposal.

7. Mouthpieces, resuscitation bags, or other ventilation devices will be available for use in areas in which the need for resuscitation is predictable.

8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.

***Sample Health Forms***

On the next page, sample health history forms for staff and campers are provided.

**Northern Michigan Christian Camps  
Staff Health History Form**

Staff: Please complete the following form to the best of your ability.

*Personnel Information*

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex (M/F): \_\_\_\_\_ Phone (home): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*Emergency Contact Information*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone (home): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you experiencing any of the following:

Condition	Yes	No	Condition	Yes	No	Condition	Yes	No
Allergies			Shortness of Breath			Convulsions/Seizures		
Hay Fever			Heart Irregularities			Depression		
Rash			High Blood Pressure			Mood Swings		
Frequent illness			Diabetes			Speech Problems		
Headaches			Digestive Difficulties			Psychiatric Illness		

If "Yes" to any of the above, please explain: \_\_\_\_\_

Please explain any other health, behavioral, or emotional concerns: \_\_\_\_\_

*Medication Information*

Medication Name	Medication Type	Dosage	Frequency	Will Take at Camp (Y/N)

*Immunization History: List Dates for Each*

Type	Polio	Mumps	Diphtheria	Tetanus	Pertussis	Measles	Rubella	Hepatitis B	TB
Initial									
Booster									

Summer Camp involves a variety of physical activities, including running, swimming, and canoeing. Should your physical activity be restricted for any reason (Y/N)? If so, explain: \_\_\_\_\_

I certify that the above information is true to the best of my knowledge: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Northern Michigan Christian Camps will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to the Camp Planning Committee who will provide accommodations.



**Northern Michigan Christian Camps**  
**Camper Health History Form**

*Camper Information*

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex (M/F): \_\_\_\_\_ Phone (home): \_\_\_\_\_  
Phone (work): \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*Parent / Guardian Information*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone (home): \_\_\_\_\_  
Phone (work): \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Address (if different than camper): \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*Emergency Contact Information*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone (home): \_\_\_\_\_  
Phone (work): \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*Current Health Issues and History:*

List any special conditions for the camper which we should be aware of, such as fainting, sleepwalking, bedwetting, asthma, diabetes, high blood pressure, eating disorder, ADHD/ADD, etc.

List any allergies for this camper, including allergies to food, latex, medications, or substances in the environment.

Should this camper's activity be restricted because of any physical reason? If yes, explain here.

List any emotional and/or behavioral conditions for this camper such as: depression, bi-polar disorder, etc.

List any other health or emotional conditions/circumstances we should know about to best meet the needs of this camper, including current infectious diseases.





## Northern Michigan Christian Camps Camper Medication Administration Record

*Camper Information*

Name	Cabin Counselors	Allergies	Parent Phone #	Physician Phone #

*Prescription Medication Administration Log*

Medication	Dose/Frequency	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b>								
<b>Initials:</b>								

*Non-Prescription Medication Administration Log*

Medication	Dose/Frequency	Reason for Giving	Observed Response	Follow Up
<b>Notes:</b>				
<b>Initials:</b>				

*Medication Omission Log*

Medication	Dose/Frequency	Reason for Omitting	Observed Response	Follow Up
<b>Notes:</b>				
<b>Initials:</b>				

Health Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **6. Bullying and Abuse Prevention Policy**

In recognition of the fact that bullying and abuse constitute significant risks to the well-being of campers and staff and are a major source of liability for the organization, Northern Michigan Christian Camps hereby adopts the following bullying and abuse prevention policy. The materials contained herein were developed using information taken from the American Camp Association (ACA) programs “How to Abuse-Proof Your Camp: Procedures for Preventing Child Sexual Abuse”, “Bullying Prevention: Are You Up to Speed?”, and “Critical Things Staff Need to Know About Bullying Prevention”.

### ***Background on Bullying***

Bullying prevention starts by recognizing that bullying may take on many forms, not all of them physical. In all cases, however, bullying is about an imbalance in power or social currency. It may be defined as is any intentional, hurtful act committed by one or more kids against another. It is about an exploitation of some vulnerability that creates an imbalance of power. Bullying is typically motivated by individuals seeking to increase their power or social currency by inflicting harm on someone of lesser power. The power imbalance is central to bullying, which can be contrasted with conflict, in which power is equal between parties. Conflict is also defined by a lack of intent to cause harm. Research suggests that youth in group settings, such as at camp, will separate into a social hierarchy, with some at the top, some in the middle, and some on the bottom. Those at the bottom are at the greatest risk of being targeted by bullies. Further complicating this problem is the notion that these individuals are frequently poorly equipped to deal with bullying and conflict. Four types of bullying can occur:

1. Physical – e.g., punching, hitting, shoving, hair pulling, excessive tickling, cutting in line, “rat-tailing” (whipping someone with a wet towel), defacing personal property, theft of belongings, and/or a variety of other mean-spirited pranks that harm someone’s personal belongings or personal safety.
2. Verbal – e.g., name-calling, mocking, teasing, intimidation, and threatening to embarrass
3. Relational – e.g., exclusion through leaving others out, gossiping, humiliation, threats of revealing personal information, blackmailing, manipulating friendships, the use of peer pressure, and/or other subtle abuses of relationships such as eye-rolling or stopping a conversation when the intended target walks in a room
4. Cyber – e.g., posting negative things about a camper online

Bullying may happen between any two individuals at camp. This means that while camper to camper bullying is an important risk to monitor, it is not the only one. Staff to camper, camper to staff, and staff to staff are all forms of bullying that may occur at camp. Understanding what bullying is, the forms it may take, and the parties between whom it may take place are the first steps in preventing it at camp.

### ***Steps to Prevention***

1. Supervision: The first step to bullying prevention is recognizing that most bullying takes place when campers are unsupervised. Thus, staff should ensure that campers are supervised at all times during the camp session and that supervision is being made by at least 2 adults in all situations. Supervision means actively monitoring the social and physical dynamics of a situation. This is important, because campers will look for blind spots, physical or non-physical, that allow them to subtly bully individuals at camp. Staff should also be mindful of campers of other staff who repeatedly look for ways to get into situations in which they are alone with someone else or out of eyesight of the rest of the group.

2. Response: A key element of dealing with bullying in the camp setting is to respond immediately when bullying behavior is identified. The first step in this process is stopping the behavior of the bully. Staff should be firm and specific in dealing with individuals exhibiting bullying behavior. This means telling the bullying individual that they are to stop the behavior they are engaging in immediately. Staff may also ease the tension

of the situation by shifting discussion away from the target and on to a more neutral subject. Making jokes or talking about the day's activities are simple ways to accomplish this. Staff may also be called upon to stop physical altercations between campers. Proper response to bullying also includes making the behavior known to the camp director and deans as quickly as possible. The director and deans will take the bully aside for a conference on why the behavior was inappropriate, what motivated the behavior, how their actions affected the victim, and what will be done to prevent this in the future. Disciplinary consequences for bullies may include calling of parents, removal from activities, and, ultimately, being sent home if the problem escalates.

3. Target Training: One problematic aspect of bullying is that targets may encourage further bullying by responding in ways that bullies find rewarding. Target training involves staff working with campers to appropriately respond to bullying attempts. The following table lists possible responses to verbal bullying that may worsen or lessen the impact of bullying attempts:

<b>Things Not To Say</b>	<b>Things To Say</b>
Shut up.	Say whatever you like about me.
You're stupid.	Okay, whatever you say.
You're a jerk.	That's enough.
That's not true.	Please stop now.
I'm telling.	I'm not interested in fighting.
I hate you.	Whatever.

A key to helping targets reduce the rewards of bullying is teaching them that a calm, indifferent response to bullies makes the behavior less rewarding. If campers are targets of bullying, staff may work with them to develop covert signals that they are in need of assistance. Lastly, campers must know that their confidentiality will be maintained in the event that they report a bullying incident to staff.

4. Target Support: In the event that a staff member or camper is a victim of bullying, staff need to be empathetic to and supportive of victims. Try to calm the victim as much as possible. Staff should start by acknowledging that the bullying is not the victim's fault. Staff should ask the victim what they would like to do about the situation and listen to any concerns the victim has. Victims should be praised for being willing to discuss what happened to them. Lastly, it should be emphasized that camp is a safe place and the staff will do everything they can to prevent future incidents from occurring.

5. Social Awareness: In order to prevent bullying, staff must be aware of the social hierarchy of camp and use appropriate methods to make everyone feel equal and welcome at camp. During staff meetings, staff may discuss the social hierarchy in order to define those campers who are most likely to need more support and encouragement from the group. This group often will include campers who are new to camp. Understanding which campers are at risk for bullying allows staff to provide social support and encouragement that can help integrate these individuals more fully into the group. Staff should look for campers sitting by themselves at meals and activities and talk to these individuals. It is often helpful to ask specific questions, such as "who do you talk to during meals?", "who are your friends at camp?", "do you feel left out of activities", etc..... in order to determine if a camper is properly socially engaged at camp. General questions, such as "how is your day?" and "are you having fun" are unlikely to yield useful information. When these campers are identified, staff, especially counselors, should make an effort to include these individuals in group conversations and activities as much as possible. Helping campers create friendships in their cabins, tribes, or other groups will help prevent bullying. It is also vitally important that the rules of camp are applied equally to all campers and that no favoritism is shown to specific campers during the week, as this creates power imbalances that can promote bullying.

In all of these matters, staff may refer campers back to the camp covenant, which will contain many of these elements, as a way of guiding the behavior of the group.

### ***Abuse Prevention***

#### *Access/Privacy/Control Model*

NMCC recognizes the Access/Privacy/Control model of abuse and uses it as a framework for abuse prevention. The central idea of the model is that abusers require access to campers, privacy with campers, and control of campers in order to abuse.

**Access** – Access to campers is a part of working on staff at camp. NMCC, therefore, seeks to limit one on one access with campers.

**Privacy** – Staff should at no time be alone with campers. At least one other staff member should always be present. Campers should also always be supervised.

**Control** – Abusers attempt to gain control of campers through grooming. Research defines four kinds of grooming:

1. **Physical.** Abusers may seek to push the boundaries of physical contact with campers at staff. This may occur gradually, with seemingly innocuous behaviors like high-fiving escalating to unacceptable behaviors like lap-sitting and tickling.
2. **Emotional.** Abusers may attempt to find emotionally vulnerable or at-risk children whom they can create a bond with. This creates trust and gives the abuser emotional control over the camper.
3. **Behavioral.** Abusers may allow campers to break rules or engage them in inappropriate behaviors, such as smoking or drinking alcohol. This creates a bond between the abuser and camper and often makes reporting abuse difficult for the victim, who fears the consequences of their actions.
4. **Community.** Abusers may go to great lengths to establish themselves as trustworthy, likeable, model employees of a camp. This often makes claims of abuse seem false and creates a community trust in the abuser.

### ***Forms of Abuse***

Abuse at camp may be staff to camper or camper to camper. Either form of abuse is damaging to the victim and the camp.

**Staff to Camper Abuse** – This form of is probably the most well-known form of abuse in camp and other youth organizations. In these situations, many children know their abusers. All staff shall be supervised with regard to abuse and policies will be applied uniformly to all members of the staff.

**Camper to Camper Abuse** – This represents a growing segment of all reported abuse cases. Peer to peer sexual abuse is at its highest risk in areas where campers are not supervised, such as the cabin. Children have different motivations than adults and may not be driven by sexual motivation, but rather by dominance. Bullying can be a precursor to abuse. The sexual abuse interaction is rarely the first negative or inappropriate interaction between campers. Thus, minimizing bullying and negative interactions can reduce the risk of camper to camper abuse behaviors.

In either case, abuse happens where there is a lack of supervision.

## ***Rules of Conduct***

The following rules are adopted in order to minimize the risk of staff to camper and camper to camper abuse at summer camp. These rules are applicable to all staff at camp and disciplinary action shall be applied uniformly to any staff member caught violating these rules.

1. Campers should be supervised at all times and supervision should include at least 2 adults. Peer to peer sexual abuse is at its highest risk in areas where campers are not supervised, such as the cabin. Staff should where they can see all activities, including waterfront areas. Staff must be mindful of blind spots, even moment to moment and take note of children who consistently attempt to get in situations where they can't be seen. If staff need to speak with campers privately, they shall do so in an area where all remain visible, such as outdoors and away from the group or indoors where they can be seen, such as in the learning center. Staff should also be alert to other staff who repeatedly single campers out or repeatedly gift items to campers.

2. All physical contact between individuals at camp shall be appropriate. Examples of appropriate physical contact include high fives, pats on the upper back, and side hugs. Prohibited forms of contact include wrestling, tickling, shoulder massages, and bear hugs. Individuals witnessing prohibited forms of contact shall report them immediately to the camp director or a camp dean. In assessing the appropriateness of physical contact between campers and staff, an important question to ask is "who primarily benefits from this contact?". If the answer is staff, the incident should be reported.

3. Staff shall report any incidents they consider to be abuse or a forerunner to abuse to the camp director or a camp dean. Staff are to report all incidents they consider inappropriate, whether they have witnessed the incident firsthand or a camper reported the incident to them. All reporters, campers and staff, shall be given anonymity. Given the difficulty of reporting and the weight that accusations of abuse carry, staff are encouraged to report violations of rules, rather than making accusations of abuse. The camp director and deans will work with the reporting party to determine an appropriate course of action.

4. Staff shall not give gifts to campers or privately contact campers outside of camp. Gift giving is a form of favoritism and can lead to social imbalances that may promote bullying. Private interactions with campers outside of camp (through social media, texting, phone calls, etc....) are a source of liability for staff and the organization. Staff are encouraged to maintain contact with campers and other staff through the publicly accessible NMCC websites [www.nmccamps.com](http://www.nmccamps.com) and [www.facebook.com/nmccamps](http://www.facebook.com/nmccamps).

Violation of these rules by campers or staff may result in dismissal from summer camp.

## ***Reported or Suspected Abuse of Campers***

Consistent with the Michigan Child Protection Law, 1975 PA 238, MCL 722.621 et. seq., NMCC shall report all incidents of suspected or reported abuse in campers. In the event that abuse is reported, staff shall make this known to the camp director, who will work with the camper and the staff member to determine if a report should be made. The following information is taken from the Michigan Department of Human Services Mandated Reporter's Resource Guide (DHS-Pub-01112).

Staff should be aware of the following types and signs of abuse in campers:

### ***Physical Neglect - Physical Indicators***

Unattended medical needs

Lack of supervision

Regular signs of hunger, inappropriate dress, poor hygiene



Distended stomach, emaciated  
Significant weight change

*Physical Neglect - Behavioral Indicators*

Regularly displays fatigue or listlessness, falls asleep during learning sessions  
Steals/hoards food, begs from other campers  
Reports that no caretaker is at home

*Physical Abuse - Physical Indicators*

Unexplained bruises (in various stages of healing), welts, loop marks  
Adult/human bite marks  
Bald spots or missing clumps of hair  
Unexplained burns/scalds  
Unexplained fractures, skin lacerations/punctures or abrasions  
Swollen lips/chipped teeth  
Linear/parallel marks on cheeks and temple area  
Crescent-shaped bruising  
Puncture wounds  
Bruising behind the ears

*Physical Abuse - Behavioral Indicators*

Self-destructive/self-mutilation  
Withdrawn and/or aggressive-behavior extremes  
Uncomfortable/skittish with physical contact  
Chronic runaway (adolescents)  
Complains of soreness or moves uncomfortably  
Wears clothing inappropriate to weather, to cover body  
Lack of impulse control (e.g. inappropriate outbursts)

*Sexual Abuse - Physical indicators*

Pain or itching in genital area  
Bruises or bleeding in genital area  
Sexually transmitted disease  
Frequent urinary or yeast infections  
Extreme or sudden weight change  
Pregnancy under 12 years of age

*Sexual Abuse - Behavioral Indicators*

Withdrawal, chronic depression  
Sexual behaviors or references that are unusual for the child's age  
Seductive or promiscuous behavior  
Poor self-esteem, self-devaluation, lack of confidence  
Suicide attempts (especially adolescents)  
Hysteria, lack of emotional control

In the event that a camper discloses abuse, the staff member should maintain eye contact and avoid displaying any signs of shock or disapproval. The staff member should only ask open-ended questions that allow the child to freely discuss the incident without being led during the conversation. For example, "how did you get that

bruise?”. In the event that the decision is made to report, the individual to whom the abuse is disclosed and the camp director shall work together to file the initial verbal report to the DHS office in the child’s county of residence.

### *The Verbal Report*

The information in a CPS report needs to be provided by the individual who actually has observed the injuries or had contact with the child regarding the report. It is helpful, but not necessary, for the DHS intake worker to have the information listed below. Contact the CPS in the local DHS office where the child currently resides. Intake personnel will want the following information, if available:

Primary caretaker’s (parent and/or guardian) name and address.

Names and identifying information for all household members, including the alleged victim and perpetrator, if known.

Birth date and race of all members of the household, if known.

Whether the alleged perpetrator lives with the child.

The address where the alleged incident happened, if different than the home address.

Statements of the child’s disclosure and context of the disclosure. For example, was the child asked about the injury or did the child volunteer the information?

History of the child’s behavior.

Why child abuse and/or neglect is suspected.

Within 72 hours, these individuals shall also file a written report.

### *The Written Report*

Within 72 hours of making the verbal report, mandated reporters must file a written report as required in the Child Protection Law. DHS encourages the use of Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form, which includes all the information required under the law. Mandated reporters must also provide a copy of the written report to the head of their organization. One report from an organization will be considered adequate to meet the law’s reporting requirement. Mandated reporters cannot be dismissed or otherwise penalized for making a report required by the Child Protection Law or for cooperating with an investigation. Even though the written process may seem redundant, the written report is used to document verbal reports from mandated reporters.

### *Confidentiality*

Strict state and federal confidentiality laws govern CPS investigations. The identity of a reporting person is confidential under the law. The identity of a reporting person is subject to disclosure only with the consent of that person, by judicial process, or to those listed under Section 5 of the Child Protection Law (MCL 722.625). The alleged perpetrator may infer from the information in the report who made the complaint and confront mandated reporters, however, NMCC will not disclose the identity of a reporting person.

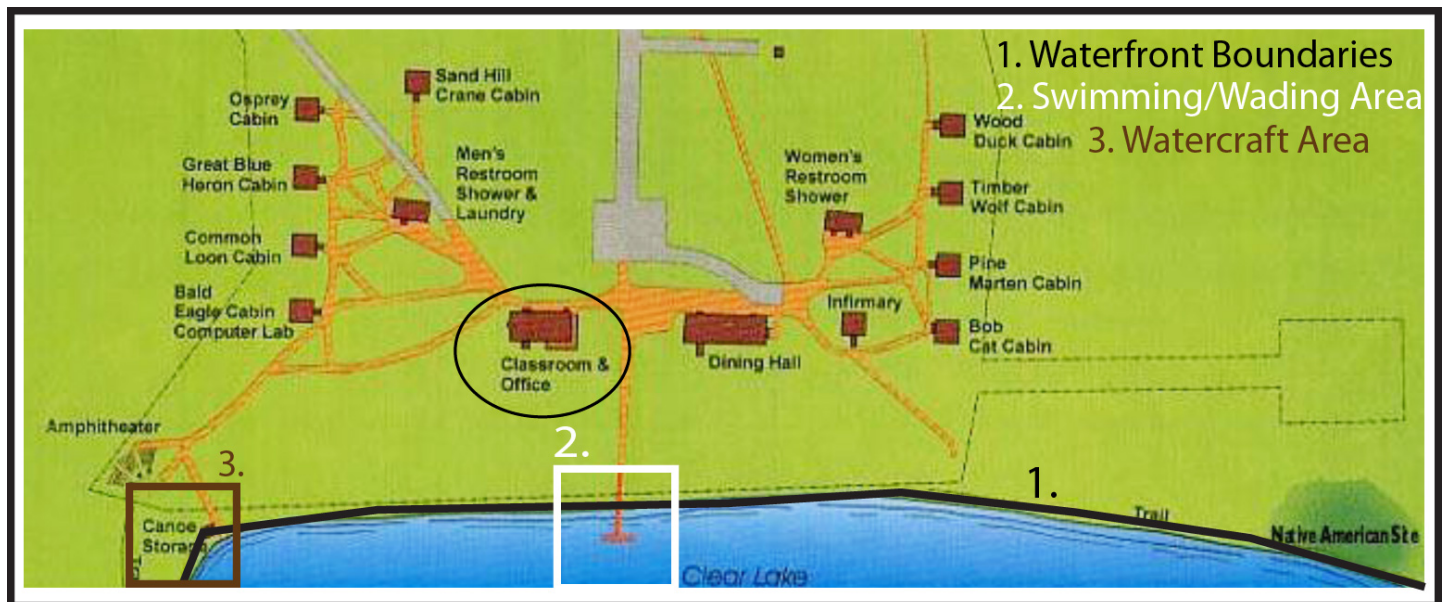
### *Real or Suspected Occurrences of Abuse*

Any staff caught abusing campers or other staff shall immediately have their position terminated with NMCC and be sent home. Campers caught abusing other campers or staff have their parents/guardians notified immediately and be sent home. In the event that a staff member or camper is suspected of abuse, that individual shall be removed from the group and remain in the staff lodge until the situation is resolved or any deemed threat to campers and staff is resolved.

## 7. Aquatics Policy Rule 400.11139

### **Description and Location of Waterfront Area**

The waterfront area at the Clear Lake Education Center is Clear Lake, which is located directly south of the lodge and encompasses all water and land areas leading up to the trails from the water surrounding the lake. The designated swimming and wading area is accessible by the steps leading down to the dock. Campers and staff shall not access the swimming/wading area by any other means. The swimming and wading area in the water is defined by roped buoys that extend in North/South and East/West directions. While in the water, campers and staff are not to swim or wade outside of these areas. In addition to the swim area, there is a watercraft launch area located to the west of the swimming/wading area. These areas are shown below:



The Waterfront swim area is divided into four areas, as follows:

1. Beach - from the top of the roped in area to the shoreline.
2. Red/Beginner area - from the shoreline to the first buoy-line (approximately three and a half feet deep).
3. White/Swimmer/Raft area - from the second rope to raft (approximately six feet deep).
4. Watercraft area (launching) located west of the swim area.

### **Aquatics Staffing**

The camp shall have an aquatics director responsible for supervising and leading all activities taking place at the waterfront area. Consistent with rule 400.11405 in the Michigan Department of Human Services publication BCAL PUB98 of 2009, the waterfront director shall have certification that is at least equivalent to the requirements for the American Red Cross manuals, numbers 655730 and 52161 respectively, which are adopted by reference for any of the following: (i) lifeguard training, (ii) swim instruction, (iii) swimming instructor or instructor trainer, or equivalent certifications as follows, but not limited to: (i) Young Men's Christian Association lifeguard course, (ii) the National Waterpark Pool lifeguard training, (iii) Boy Scouts of America lifeguard training, or other nationally recognized lifeguard training program. The waterfront director shall also meet the requirements of Red Cross manual 654171. The waterfront director shall familiarize themselves with the NMCC aquatics policy.

The waterfront director will also train aquatics observers that assist in the supervision of campers during aquatics time. Consistent with rule 11407, an aquatic observer shall be a person not less than 16 years of age who has received training from the aquatics director that includes, at a minimum, all of the following:

- (1) How to assist lifeguards with observation and swimmer control.
- (2) Being prepared with appropriate dress and supplies.
- (3) How to check for hazards.
- (4) Awareness of waterfront rules and enforcement strategies.

(5) Personal safety including self-rescue strategies.

(6) What to watch for, including, but not limited to, cramps, seizures, exhaustion, and horseplay.

(7) Related items specific to the waterfront.

The waterfront staffing shall include a minimum of all of the following. The aquatics director and health director shall be present during all waterfront activities and at least 2 aquatics observers per 20 campers shall be present.

### ***General Waterfront Procedures***

Prior to using the waterfront area, campers and staff will be given an orientation to the area by the aquatics director. This orientation shall include a description of the general boundaries of the waterfront area, the specific boundaries of each segment of the swimming area, an introduction to the NMCC "buddy system", general waterfront rules, staff supervision of the waterfront area, testing requirements to use the swimming area, and safety procedures.

#### *The Buddy System*

Campers in the waterfront area will adhere to the NMCC buddy system. Prior to entering the water, campers will pair off (or form a triplet, if needed) with a fellow camper that will be in the same segment of the swimming area as they will. Each pairing is recorded by using name tags that the health director maintains from the dock. During aquatics time, the aquatics director will periodically (every 10 minutes) perform a buddy check. Pairs of campers will find each other and raise their hands to indicate themselves to the waterfront director. In the event that a camper cannot be located, this individual's partner shall indicate this to the waterfront director, who will immediately initiate a search as described below. If one camper wishes to leave the aquatics area and another wishes to stay, the camper wishing to stay shall find a new partner or join with an existing pair of campers. During buddy checks, the waterfront director and health director shall independently count the pairs and confirm the presence of all campers.

#### *Testing Requirements*

The following testing requirements are adopted for each of the swimming areas:

1. Beach – No testing requirements.
2. Red/Beginner area – No testing requirements.
3. White/Swimmer/Raft area – Swim from end to end of the roped area twice (~ 100 yards), float for 2 minutes, and tread water for 2 minutes.
4. Watercraft area – Swim from end to end of the roped area twice (~ 100 yards), float for 2 minutes, and tread water for 2 minutes.

#### *Safety Procedures*

Campers using the waterfront area shall adhere to the following safety procedures. No one is to use the aquatics areas unless the waterfront director is present and indicates that campers and staff may enter. Campers shall not go into a waterfront area for which they have not met the indicated testing requirements. Campers are not to go to the waterfront area unless told by a staff member that they may. The boundary lines of the swimming areas are strictly enforced and campers swimming outside these areas will lose aquatics time privileges. Aquatics activities shall only take place during designated aquatics time or, in special circumstances, as indicated by the aquatics director in consultation with the camp director. All campers are tested their first time in the water by the waterfront staff. The campers are separated into those who do not want to test for the swimming area. One staff stays on the dock and records test result on camper roster. The aquatics director works in each area with testing swimmers and one staff member oversees operation. When the staff member in the water signals they are ready, several swimmers are sent out to them; they are put through the test and sent back to shore. The staff person signals the result of each to the recorder. If a child does not pass the test, they are allowed to try again later in the session.

General protocol for the swimming areas is as follows. Jumping feet first from the raft into the water is permitted; however, no other methods of jumping into the water (e.g., diving or flips) are permitted. No unsafe horseplay is permitted in the waterfront area. This includes swimming under the raft, pushing, and any other conduct deemed inappropriate by the waterfront director. Only 5 people are permitted on the raft at one time. At all times, campers and staff are to enter the water in a calm, orderly fashion. Shoes must be worn to the waterfront area and may be removed upon arrival. Three blasts on the whistle are used to evacuate all campers and staff from the water.

### *Swimmer in Trouble and Injured Swimmer Procedures*

In the event of a swimmer in trouble or injured swimmer, three blasts on the whistle will be used to evacuate the water. The aquatics director or a properly trained aquatics observer may perform a rescue if they are the first to spot it. The swimmer is to be removed from the water immediately. In the event of a suspected neck or back injury, the swimmer shall be removed on a backboard by the aquatics director.

### *Search and Rescue Procedures*

In the event of a missing camper, the aquatics director is to be alerted as soon as it is known that a camper is missing. The aquatics supervisor will use three blasts on the whistles to evacuate the water. A runner will be sent to alert the camp director who will go to the waterfront along with other staff to assist. A fire drill will be run to account for all campers. If the missing camper is not identified by this means, the sheriff's department will be called and staff assigned to gather and account for all children on the waterfront. A walking search will be performed through shallow water (which may use non-swimming and novice staff) by having campers and staff link arms, feel with feet, and watch for anything unusual. Walking will proceed in the direction of any waves, beginning just outside the rope and ending several beyond the rope at the other end and will cover the area from the shore to just beyond the first rope. Deep water searches may be performed by qualified staff by diving down and swimming along the bottom of the lake around the roped areas. Searching will proceed until the camper is found or until help arrives.

### **Waterfront Equipment**

The following items shall be present at the waterfront for the duration of camp. The aquatics director will perform daily checks of this equipment to ensure its safety.

#### *Structural Equipment*

Rope lines enclosing waterfront  
Buddy Board  
Raft and Anchor

#### *Safety Equipment*

Budd Board and Tags  
Reach Poles  
First Aid Kit  
Canoe  
Ring Buoys  
Rescue Tubes  
Kayak  
Back Board with Straps  
Rescue Board  
Sun Block  
Air Horn

### **Watercraft Activities**

NMCC shall use canoes during designated aquatics time as camper and staff interest permit. The following details the procedures in place for canoe activities. At all times, the aquatics director shall monitor activities from a kayak and ensure camper and staff compliance with all applicable rules. Use of a canoe shall require passing of the swimming test detailed above and all canoe users will wear lifejackets while on the waterfront. Campers will be taught basic canoe skills prior to any use of canoes at camp. Canoes are not permitted in the roped swimming and wading area or under the dock and no canoeing is permitted after dark. All canoes are to stay within eye and earshot of the aquatics director. No horseplay, including tipping (self and others), ramming, jumping out of canoes, or other similar conduct is permitted at any time. Doing so will result in loss of canoe privileges for the week. Safety and rescue procedures for canoes are similar to those for swimming and wading.

## **8. Food Services Policy**

### **Rule 400.11119**

#### ***General Policies***

1. NMCC summer camp will provide 3 meals and 2 snacks each day, as well as water breaks during field time.
2. Meals will be served family style with occasional salad bar and buffet. Snacks will be served informally.
3. Staff members will sit at each table with children during meals and snacks. One cabin counselor will be designated as the head of each table seating campers.
4. Special dietary concerns will be handled under directions from camper's parents or camper's physician or health officer and accommodations to special dietary needs will be made in consultation with the head and assistant cook. The camp health director or camp director is responsible for checking that the diet provided meets camper needs.
5. All weekly menus will be kept on hand, at camp, for the entire season.
6. The camp menu shall be designed to meet or exceed current nutritional guidelines as set forth by the U.S. Department of Health and Human Services/U.S. Department of Agriculture, Dietary Guidelines for Americans 2010.

#### ***Meal Schedule***

Breakfast: 8:30 AM

Lunch: 12:00 PM

Dinner: 6:00 PM

Snacks: 4:15 PM and 9:00 PM

Water Breaks: 2:45 PM and 8:00 PM

#### ***Notes***

Dinner time may vary from the assigned time during the annual camp cookout, which is a more informal event. During the cookout, campers and staff will sit individually outside and thus will not be at tables. Non-cabin counselor staff will be interspersed at tables with campers during meals. A sample menu is provided on the following page.

### ***Sample Breakfast Menu***

#### *Daily Breakfast Items Always Available*

Toaster Station with Bread, English Muffins, Bagels Jam, Cream Cheese, Peanut Butter  
Cold Cereal  
Hot water available for: Instant Oatmeal Packets, Cocoa  
Milk & Juices (e.g., Orange and Apple)  
Fruit – Oranges, Apples, Bananas, Grapes

#### Monday

French Toast Sticks with syrup  
Apple Sauce

#### Tuesday

Breakfast Sandwiches – Egg-Cheese-Sausage, Egg-Cheese, Egg  
Hash Browns

#### Wednesday

Pancakes and Syrup  
Apple Sauce

#### Thursday

Breakfast Casserole  
American Fries  
Cantaloupe

#### Friday

Waffles  
Mango

#### Saturday

Cold Cereal  
Left-overs

### ***Sample Lunch Menu***

#### *Daily Lunch Items Always Available*

Salad Bar – Salad, Dressing, Mixed Vegetables, Croutons  
Bread, Peanut Butter, and Jelly  
Hot Water for Cocoa  
Milk, Water, and Fruit Juice  
Fruit – Oranges, Apples, Bananas, Grapes

#### Monday

Sloppy Joes  
French Fries  
Brownies

Tuesday

Chicken Tenders  
Tater Tots  
Fruit Cocktail  
Popsicles

Wednesday

Tortilla Wraps (with Meats, Vegetables, and Toppings)  
Spanish Rice  
Peanut Butter Bars

Thursday

Chicken Noodle Soup  
Cornbread and Crackers  
Ice Cream Sandwiches

Friday

Chili (Vegetarian and Regular)  
Carrot Sticks  
Jello

Saturday

Sandwiches and Leftovers

**Sample Dinner Menu**

*Daily Dinner Items Always Available*

Salad Bar – Salad, Dressing, Mixed Vegetables, Croutons  
Bread, Peanut Butter, and Jelly  
Hot Water for Cocoa  
Milk, Water, and Fruit Juice  
Fruit – Oranges, Apples, Bananas, Grapes

Sunday

Ham  
Baked Potatoes  
Broccoli  
Apple Crisp or Cherry Cobbler

Monday

Chicken Breasts  
Green Bean Casserole  
Strawberry Shortcake

Tuesday

Stir Fry with Rice  
Baby Carrots  
Fortune Cookies  
Apple Crisp and Ice Cream



Wednesday – Cookout

Burgers, Brats, Hot Dogs, and Buns

Portabella Mushrooms

Potato Salad, Vegetables, Pickles, Macaroni Salad, Baked Beans

Watermelon

Sundaes

Thursday

Spaghetti

Meatless sauce with Meatballs Available

Garlic Bread

Mixed Vegetables

Oreo Pudding

Friday

Tacos

Rice

Beans

Corn

Sugar Cookies

## **9. Transportation Policy**

### **Rule 400.11143**

#### ***Driver Qualifications***

Any individual transporting campers and staff during summer camp shall meet at least all of the following requirements:

- (1) Be a staff member of NMCC (i.e., no campers shall transport other staff/campers)
- (2) Be at least 18 years of age
- (3) Possess a valid and current Michigan or other U.S. state or Canadian province driver's license
- (4) Be listed on the camp's insurance policy
- (5) Be familiar with the rules of this policy, particularly designated meeting locations in the event of evacuation

#### ***Vehicle Inspection and Maintenance***

At this time, NMCC does not own any vehicles and does not currently take off-site trips. Accordingly, transport of campers would be in the event of an emergency or evacuation and those vehicles that would be used would be the individual property of staff members present at summer camp. In recognition of this, NMCC shall perform the following inspection procedures and designate staff vehicles to be used in the event off-site transportation is required. The camp director will consult with each staff member about the capacity of their vehicle and its total mileage. Vehicles will be selected for transport on the combination of these two factors, with the ideal vehicle having a capacity of at least 2 staff members and 4 campers and less than 50,000 total miles. Vehicles will be chosen until the capacity of all selected vehicles is equal to the number of campers and staff present at camp. All vehicles to be used for transportation purposes shall also be properly insured. Due to the danger inherent, NMCC shall at no time use large capacity vans for the transportation of campers and staff. If transportation for large groups of campers and staff is required, the camp planning committee may consult with an agency providing buses and licensed drivers for this purpose.

#### ***Camper Supervision***

Consistent with the NMCC abuse prevention policy, campers traveling off site shall be accompanied by at least 2 adult staff members at all times. Campers shall not ride in the front seat of any vehicle and vehicles shall not be occupied by more persons than is intended by the vehicle's design and safety belt number. During transport and at all times offsite camper supervision is the responsibility of those adult staff members who rode with them to the destination. This supervisory responsibility includes ensuring camper seat belt use, ensuring safe riding conditions, managing the campers' behavior according to the rules of the NMCC behavioral management policy, and confirming their presence to the camp director or other supervisor during group checks. In the event that campers are lost, these staff members are to alert the camp director as soon as they are aware of missing campers.

#### ***Loading/Unloading and Emergency Vehicle Evacuation***

Campers shall board vehicles one at a time in a calm, orderly manner. Campers shall be released from vehicles when they arrive at a designated destination. They shall not be released from the vehicle until its engine has been turned off and all staff members have exited the vehicle and deemed it safe to do so. Campers shall not be released from vehicles on roads or other trafficked areas, unless an emergency necessitates doing so. In the event of an emergency evacuation, campers will be removed from the vehicles and directed towards a safe area that is clear of any vehicle-related hazards and traffic. They will be supervised by those staff who also traveled in the vehicle until a form of transport away from the evacuated vehicle arrives.

**Documentation**

NMCC does not currently take trips away from the camp site. In the event that the organization does in the future, the following documentation will be required for all trips. Documents containing the address of the destination, directions to this location, directions to Munising Memorial Hospital from either the camp site or the destination, and a Michigan map shall be present in any vehicle leaving the camp site. Each staff member traveling off-site shall have a means of communication (e.g., cell phone or two-way radio) that allows them to contact the camp director. Camper health history records and emergency contact information for each camper present shall also be present.

**Emergency Transportation**

NMCC shall designate two (2) emergency vehicles using the selection criteria above. These vehicles shall be stocked with a fire extinguisher and first aid kit. The camp director shall make the decision about whether to transport campers and staff using these vehicles or by calling emergency medical services (EMS) for transportation. This decision shall be made after consultation with the health director. NMCC's arrangements for emergency transportation are with Munising Memorial Hospital and they will send an ambulance from Munising, MI. The phone number of Munising Memorial Hospital is (906) 387-4110. The estimated response time of an ambulance from Munising Memorial to the Clear Lake Education Center is 30 minutes. The hospital's medical staff are available on a twenty-four hour basis and will be called to alert the hospital to campers' arrival if not transported by EMS. Administrative staff at camp will contact parents by phone first, leaving a message if needed. Other communications methods and contacts will be used until contact with a parent/guardian is achieved. At least one staff member will accompany any person sent by ambulance to the hospital. The staff will take along if possible the parent release form, insurance information, and health history form, along with any medication the camper has at camp. A staff member (preferably the health officer or camp director) will attend to the patient in transit when possible.

**Emergency Vehicle Yearly Log**

Emergency vehicles must be appropriately licensed and inspected. List emergency vehicles and drivers.

<u>NAME</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>LICENSE</u>	<u>KEY LOCATION</u>
-------------	-------------	--------------	-------------	----------------	---------------------

**Emergency Vehicle Components to be Evaluated**

- Lights \_\_\_\_\_
- Lighting systems \_\_\_\_\_
- Tires \_\_\_\_\_
- Exhaust system \_\_\_\_\_
- Windshield wipers \_\_\_\_\_
- Tires \_\_\_\_\_
- Emergency warning systems \_\_\_\_\_
- Steering \_\_\_\_\_
- Horn \_\_\_\_\_
- Braking system \_\_\_\_\_
- Oil level \_\_\_\_\_
- Emergency supplies \_\_\_\_\_
- Coolant level \_\_\_\_\_
- Cooling system \_\_\_\_\_
- Emergency warning system \_\_\_\_\_
- Windshield wipers \_\_\_\_\_
- Lubrication system \_\_\_\_\_
- Transmission system \_\_\_\_\_
- Suspension system \_\_\_\_\_

## **10. Staffing Number Policy**

### **Rule 400.11111**

NMCC uses the following staffing policy in determining the required number of staff for each summer camp session:

Each cabin will have at least 2 counselors, regardless of the number of campers assigned to that cabin. Based on the cabin capacities (12/cabin) of the Clear Lake Education Center, this means that a maximum of 10 campers may be assigned to a given cabin.

For each camper-occupied cabin, there shall be at least one non-counselor, non-aquatics, non-health services staff member, typically a camp dean.

There shall be one aquatics director, health director, and head cook for every 50 campers present. In the event that more than 50 campers are present, these positions will be shared by multiple individuals.

## 11. Emergency Response Plan

### *Introduction*

Emergencies can occur at any time. This emergency operations plan (EOP) is not to be an answer to all problems but is designed to serve as a resource document and a guideline to assist in the management of emergency situations. Through planning and preparedness, the protection of people and resources in the event of an emergency can be handled effectively. Occupancy information will be kept current with US Forest Service Central Dispatch personnel in the form of weekly updates.

### *Standard Operating Procedures for Emergencies*

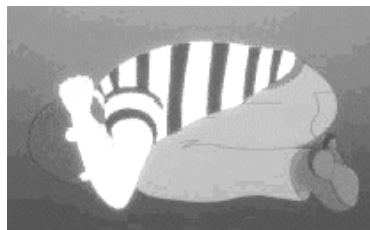
#### *National Emergencies*

Clear Lake Education Center is not in a location of high risk for a national emergency. Should a national emergency threaten to directly or indirectly affect Clear Lake because of an incident, notification may come from one or more of the following sources: Forest Service offices, local radio stations, relatives of staff or visitors, or the World Wide Web. In the event of such notification, the following will occur:

1. A staff person should monitor radio and internet for more information and instructions.
2. All center visitors should be brought to the lodge for a head count and to communicate information.
3. The director/group leader should maintain contact with forest service and school officials.
4. If possible, an evacuation plan should be prepared including how and where the visitors will be evacuated.

#### *Natural Disasters*

1. Tornado Watch – Indicates conditions are favorable for tornadoes to form
  - a. Staff should be advised regarding any watch in effect for the area
  - b. A staff member should be assigned to monitor weather on a radio and internet for updates.
2. Tornado Warning – a tornado has been sighted or is indicated on radar
  - a. Sound emergency warning and announce for staff to bring everyone to cover immediately.
  - b. Staff should bring everyone to closest comfort station (the lodge) to take cover.
  - c. A head count should be radioed or relayed to leader/director.
  - d. Everyone should be instructed to either sit facing the walls, or crouch on the floor, and cover head and neck with arms, jackets, or whatever is available. (see photos below)



- e. A staff member should monitor radio for information regarding the tornado.
  - f. Time permitting, any funnel clouds spotted will be reported to Central Dispatch 789-3356 (Jim Flores, cell: 280-3356) or 789-3378 (Linda Peterson, cell: 280-4165).
3. Floods are not a primary risk for Clear Lake Education Center. Waters in the area include Clear Lake, Sand Lake, Colwell Lake, Stutts Creek, and other small lakes and streams.
4. Severe Weather – the most prevalent hazard – comes in the form of high winds, thunderstorms, and snow storms.
  - a. Staff and visitors should take cover in cabins during severe weather.

- b. Leader or staff should monitor weather conditions on radio and internet.
- c. Any downed trees, blocked roads or power outages should be reported as necessary.
- d. Decisions for evacuation of camp should come from the leader/director.

5. Wild Fires

- a. When detected report to 911 and Central Dispatch (789-3378), Linda Peterson (280-4165), or Jim Flores (789-3356, cell: 280-3356).
- b. If reported to Center, leader/director should make the decision to evacuate visitors if necessary to the designated rally point, Cornerstone Fellowship Baptist Church, Park Street, Shingleton, MI 49884.



6. Structural Fires

- a. Evacuate building where fire is located (evacuation plans are posted in each building.) and assemble at bus turn around for head count.
- b. Report to 911 and Central Dispatch 789-3378, Linda Peterson (cell: 280-4165) or Jim Flores (789-3356, cell: 280-3356).
- c. Use fire extinguishers on fires in the incipient stage only.
- d. Turn off electrical current and propane gas to the structure (see maps of buildings to determine locations of shut offs).
- e. No unqualified persons should enter buildings if fire has progressed past the incipient stage.
- f. Do not reenter buildings until they are declared safe by the Fire Department or Forest Service Safety Officer.
- g. Prepare an Incident Report (see Appendix A) containing all pertinent information and submit to Clear Lake Education Center Director.

*Hazardous Substance*

- 1. Fires, explosions, toxic or radioactive spills or leaks, and/or water contamination should be dealt with as notification is received.
- 2. Medical treatments and evacuations should occur as necessary.
- 3. Major on-site hazardous substance spills should be reported to:
  - a. Forest Service Central Dispatch
  - b. Clear Lake Education Center Director
  - c. Michigan Department of Natural Resources and Environment (DNRE)

- d. LMAS District Health Department
- e. Environmental Protection Agency (EPA)
- 4. Provide information to reporting agency:
  - a. Where and when spill occurred
  - b. What substance spilled
  - c. Approximate quantity of substance
  - d. Proximity to waterways
  - e. If transportation related, vehicle / company owner and state in which licensed
- 5. Submit an incident report (see Appendix A) to Clear Lake Education Center Director.

#### *Missing Persons*

- 1. Notify leader/director that a person is missing.
- 2. Information to report (see questionnaire by office phone)
  - a. Name of person missing
  - b. Time and place person last seen
  - c. Physical description of missing person: hair color, height, weight, clothing worn.
- 3. Begin with looking in obvious places: cabins, bathrooms, etc....
- 4. Once determined that person cannot be located on premises expand search to area trails and lake.
- 5. If a true emergency is determined, leader/director should call 911.
- 6. An incident report (see Appendix A) must be compiled and submitted to Clear Lake Education Center Director.

#### *Law Enforcement Issues*

Any law enforcement issue should be handled by calling the appropriate authority for each situation and by submitting an Incident Report Form (see Appendix A) to Clear Lake Education Center Director.

Note: if there is a serious crime or life threatening emergency, call 911.

- 1. Crimes - Call Schoolcraft County Sheriff (341-2122) or Alger County Sheriff (387-4444) and Forest Service Law Enforcement –through Central Dispatch (789-3378 / 789-3356 or cell numbers: 280-4165 / 280-3356) for:
  - a. Trespassing
  - b. Breaking and Entering
  - c. Civil Disturbance
- 2. Motor Vehicle Accidents - Call Schoolcraft County Sheriff (341-2122) or Alger County Sheriff (387-4444) and Forest Service Law Enforcement –through Central Dispatch (789-3378 or 789-3356) for:
  - a. Visitor/Employee Accident
  - b. Forest Service Accident
- 3. Child Abuse – Call 341-2114 to report evidence of child abuse – try to have as much information as possible to share with authorities (names, numbers, description of evidence, etc).
- 4. Child Abduction – Call 911.
- 5. Bomb Threat (see checklist near office phone) – Call 911 from another phone if possible and keep caller on phone and talking as much as possible. Using checklist get as much information as possible. If a threat was called in and caller hung up, call from any phone to report. Inform Forest Service Central Dispatch.

#### *Medical Issues and Emergencies*

- 1. Illness or Injury
  - a. The health director shall assess nature of illness or injury and urgency / necessity of professional medical care and administer care.

- b. If necessary, dial 911 and request an ambulance.
- c. Complete incident report (see copy in Appendix A).

2. Fatality

- a. Notification of fatality will be made to the Forest Supervisor and Law Enforcement by calling Central Dispatch: 789-3378 / 789-3356 or 280-4165 / 280-3356 and by calling Schoolcraft County Sheriff's Department: 341-2122.
- b. Body will not be moved until permission to do so and specific instructions have been given.
- c. Body and surrounding area will be secured to prevent tampering with investigation and evidence and to keep other visitors from being exposed to the scene.
- d. Notification of parents will be made immediately.
- e. Inquiries from the press should be referred to Forest Service Supervisor's office or Munising District Ranger's office.
- f. The utmost care and consideration should be given to relatives and/or companions present at the scene – observing for signs of shock and referring to medical personnel, if necessary.
- g. Complete Incident Report (see copy in Appendix A).



**Incident Report Form**

Mark One: \_\_\_\_\_ Injury / Illness \_\_\_\_\_ Unusual Incident \_\_\_\_\_ Crime \_\_\_\_\_ Death

Date / Time of Incident: \_\_\_\_\_

Activities engaged in at time of Incident \_\_\_\_\_

Narrative: (describe in detail what happened and what, if any, rules were broken)

What actions were taken?

Analysis: (include recommendations, suggestions, observations, criteria)

Supervisor responsible for the group at the time of the incident: \_\_\_\_\_

Witnesses on hand at time of incident: \_\_\_\_\_

PARTICIPANT'S NAME \_\_\_\_\_ MALE / FEMALE (circle one) AGE \_\_\_\_\_

REPORT PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_

REPORT REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

SUBMITTED TO CLEAR LAKE DIRECTOR ON (date): \_\_\_\_\_

REVIEWED BY DIRECTOR (name): \_\_\_\_\_ DATE \_\_\_\_\_

## Emergency Contact Information

8025 N CLEAR LAKE RD – MANISTIQUE, MI 49854 – (906)452-6441  
HIAWATHA TOWNSHIP – SCHOOLCRAFT COUNTY

<b>Fire/Medical/Police .....</b>	<b>911</b>
<b>US Forest Service Central Dispatch.....</b>	<b>789-3378</b>
<b>..... Or 789-3356</b>	
<b>DNRe Conservation Officer (RAP).....</b>	<b>292-7800</b>
Munising Ambulance .....	387-4444
Alger County Sheriff and Fire.....	387-4444
Michigan State Police-Munising.....	387-4550
Munising Hospital .....	387-4110
Manistique Ambulance .....	341-2133
Schoolcraft County Sheriff .....	341-2122
Manistique Fire Department .....	341-2133
Michigan State Police-Manistique .....	341-2101
Schoolcraft Memorial Hospital (Mstq) .....	341-3200
Wetmore Fire Department .....	573-2937
Marquette General Hospital.....	1-800-562-9753
<b>Poison Control.....</b>	<b>1-800-222-1222</b>
<b>Suicide Prevention Hotline .....</b>	<b>1-800-273-TALK</b>
<b>Child Abuse and Neglect .....</b>	<b>341-2114</b>
MI DEQ .....	346-8300
US Forest Service, Munising .....	387-2512
US Forest Service, Escanaba.....	786-4062
US Forest Service, Rapid River .....	474-6442

## Map and Directions to Clear Lake Education Center

8025N Clear Lake Road; Manistique, MI 49854  
906-452-6441

Hiawatha Township ..... Schoolcraft County

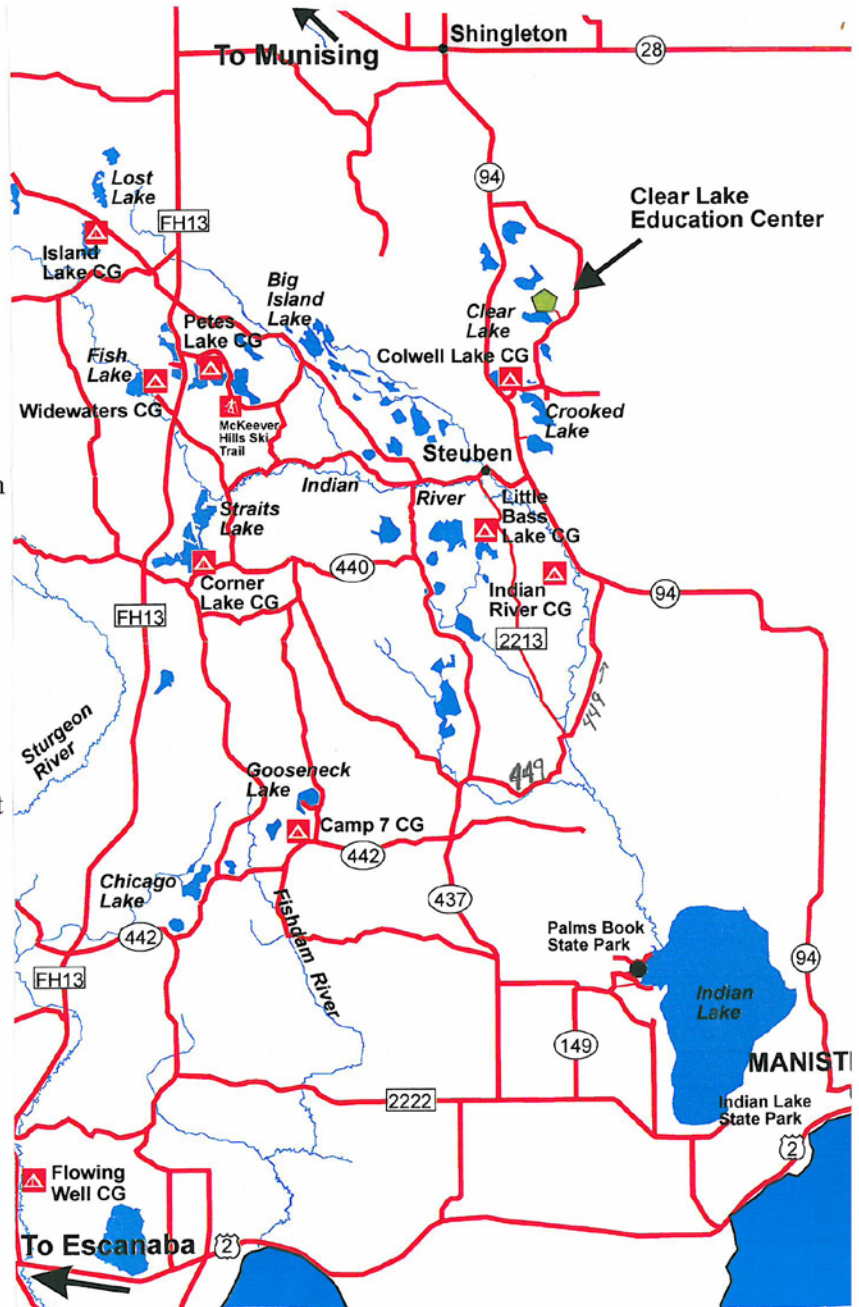
### DIRECTIONS

#### How to get to Clear Lake Education Center?

**From Munising:** Follow M28 to Shingleton; turn right on M94 follow for 4.5 miles. Turn left on Clear Lake Road and follow it for 5 miles. Turn right into Clear Lake Education Center. Note: Clear Lake Road is only open seasonally (approximately May 1 - first snowfall). If Clear Lake Road is closed follow directions below for access via FF2246)

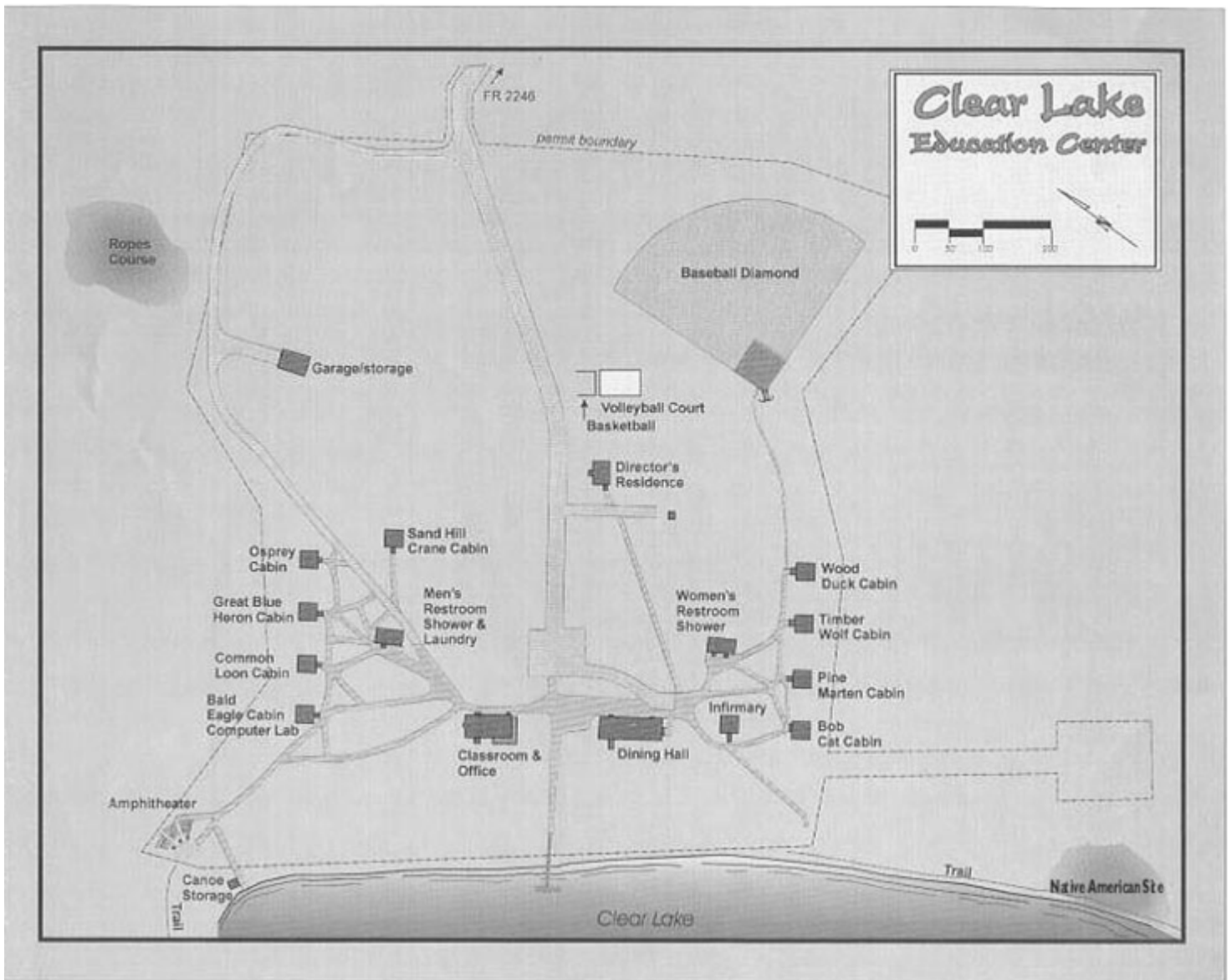
**From Escanaba:** Take US2 to Manistique; turn left at Shell Station; follow Chippewa Ave. to stop sign; turn left on Deer St. Follow to caution light and turn right onto M94; drive for 24 miles. Turn right onto FF2246 (also called Clear Lake Road, Colwell Lake, and Crooked Lake Road). Follow road one mile. Turn left at Y and follow road across bridge for approximately 2 miles. Turn left into Clear Lake Education Center.

**All visitors must sign in at the camp office after parking in visitor spaces. The camp office is located in the lodge building. There is no parking allowed in bus turn around.**



## Map of Clear Lake Education Center Facilities

906-452-6441 is the phone number for the  
Classroom/Office Building, Dining Hall, and Infirmary



### Center Staff Phone Numbers

Mimi Klotz, Director .....	906-280-5364
Toby Rhue, USFS liaison .....	906-789-3364
DeCock Propane .....	786-4590
UPPCO .....	387-2241
Paul's Plumbing..... (plumbing, walk in cooler, furnaces, gas stove)	341-5536
Tri County Septic..... (septic issues and outhouse pump out)	387-3190
Hiawatha Telephone.....	387-9911
Cavalier Telephone (Internet-Jamadots).....	same
Manistique Rentals (Garbage Pickup) .....	341-6955