

# **STAFF HANDBOOK**

4/15/2003

## **DEERWANDER BIBLE CONFERENCE**

*“Those who are wise will shine like the brightness of the heavens, and those who lead many to righteousness, like the stars forever and ever.”*

*-Daniel 12:3*

## Deerwander Board of Directors

Rev. Richard Dickinson  
Richard Robertson  
Mary MacDonald-Murray  
Rev. Gordon Cook  
Terri Lamoureux  
Kurt Anderson  
Paul MacDonald

## Camp Directors

Kurt Anderson, Administrative Director  
Bill MacDonald, Interim Operations Director

# **DEERWANDER BIBLE CONFERENCE**

**Chop Point, Woolwich, Maine**

## **POLICIES AND PRACTICES**

### **I. PERSONAL RESPONSIBILITIES**

#### **A MESSAGE FROM THE DIRECTOR**

I am extremely pleased to welcome you as a member of our camp family!

By accepting a position at Deerwander, you have chosen to challenge yourself and to affect the lives of young people in a positive manner. We consider it a privilege to serve Jesus Christ at Deerwander Bible Conference and know you will find your experience here to be most valuable. Together we are dedicated to provide a summer camp for young people where the gospel of Jesus Christ is clearly presented and where they are encouraged to believe in Him and live their lives in obedience to His commandments.

I would like to take this opportunity to offer you my best wishes for your personal success as a part of Deerwander.

#### **PURPOSE OF THE STAFF MANUAL OF PERSONAL PRACTICE AND POLICIES**

This handbook has been designed to provide each staff member with a reference and guide to the policies and practices which govern the operation of Deerwander. It is required that all staff members be responsible for reading this handbook and be familiar with and comply with all policies, and perform all duties as described.

The contents of this handbook are presented as a matter of information only. Deerwander Bible Conference reserves the rights to amend, modify, alter, change, delete, revoke or add to all or any part of these policies, practices and procedures at any time and without prior notice. This material is not to be considered a contract of a position between Deerwander and a volunteer. A position at Deerwander is considered to be a position at will, a position that is voluntarily entered into, that the volunteer may if he/she wishes, terminate at any time. Similarly, Deerwander may terminate the position when it believes it is in the best interest of the camp.

#### **CODE OF ETHICS FOR COUNSELORS AND STAFF**

The American Camping Association and Deerwander Bible Conference recognize the camp counselor and camp staff person as the primary instrument through which objectives, goals and philosophy of the camp director are transmitted to the youth/camper. As such, the counselor and staff persons should be aware of the following recommended ethical practices.

1. Above all, I shall endeavor to be a Christian example to all.
2. I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.
3. I shall conduct myself in an exemplary manner recognizing that I am an adult role model for my campers. By my behavior I will always try to demonstrate high moral

- values. I recognize that my conduct when I am away from the camp premise also reflects on the camp.
4. I shall always seek to be truthful, honest, and fair in my communication and interaction with all campers and all staff, including the Director.
  5. I accept the challenge of helping my campers increase their awareness of and responsibility to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.
  6. I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealings with campers and other staff.
  7. I shall be accepting of the diverse racial, national, religious, and cultural background of my campers.
  8. I shall endeavor to attend the staff meetings and the staff class as I am able with respect to my other duties.

## **II. INTRODUCTION**

### **ORGANIZATION PROFILE**

Deerwander was founded in 1938 by the Rev. Burton L. Goddard with help from Rev. Lawrence Eyres. It was originally called a “Summer Bible Conference at Deerwander Lodge” in West Hollis, Maine. The Lodge was a large, private home on Deerwander Road hence the name Deerwander. It has been held in many places and directed by many different people. One of the most remembered and loved locations “Camp Laughing Loon” near Portland, Maine. Camp has been held at “Chop Point” from 1982 until this day. Except for 2 years when it was moved to “Camp Good News” on Cape Cod so that there was enough room to grow the number of campers to the point where it was able to spin off the Middle School camp. Deerwander returned to “Chop Point” in Woolwich, Maine as a senior high school camp. Deerwander formed a nonprofit corporation in the State of Maine during 1997. The Deerwander Board consists of 7 members, a majority of which must be members in good standing of the Orthodox Presbyterian Church. The board now operates this overnight resident program that continues the same underlying philosophy of Rev. Goddard. To provide an atmosphere that is not only conducive to challenging young people and encouraging to serious Christian commitment in choosing worthwhile and unselfish goals while having fun in the processes. This is done under the guidance of Kurt M. Anderson, the current Administrative Director and Bill MacDonald, Interim Operations Director who serve under the guidance and support of the Board of Directors.

### **STATEMENT OF PHILOSOPHY**

Camps are to be seen in the light of Matt. 28:18-20 and Eph. 4:12-16. It is a ministry of the church designed to bring the lost to saving faith, and God’s people to full maturity in the Body of Christ. It provides an environment in which biblical principles can be learned and tested, demonstrating that all phases of life are subject to God’s word. Deerwander is dedicated to presenting the Christian message to young people in such a way as to enlist their commitment and allegiance to Jesus Christ. The camp feels that it has been given a share in Christ’s work, i.e., proclaiming the clear and positive message in the calling of young people to follow Jesus Christ.

In a society becoming more and more technologically complex, where “getting” is a hallmark of most people, Deerwander believes that the real life of the person comes from within. The camp stresses the importance of a spiritual foundation in forming attitudes and values, which will assist in the development of a meaningful and productive life.

The camp feels that during the vital, developmental years, children and young people need a well-rounded program of recreation and Bible classes. The camp’s goal is to guide young people to life on the highest plane. In a relaxed setting the camp endeavors to help young people discover the relevance of the Bible in their lives, and assist them in exploring the meaning and direction for living out their life.

The theology of Deerwander is that of the Orthodox Presbyterian Church as taught in the Word of God and summarized in the Westminster Confession of Faith.

Camp is a joyful, educational experience carefully designed to allow youth to develop all aspects of their personalities - physical, spiritual and emotional. Youth at camp are not viewed merely as “miniature adults”, but as youngsters who need care and attention to help them develop into happy, productive, sensitive, and Christian men and women. Camp provides not only an exceptionally excellent instruction in skills, which bring lifelong enjoyment, but also provides a microcosm in which a young person’s attitudes will be greatly influenced.

Deerwander is a “people place” where the needs of the young people and the abilities of the staff determine the program. I will sincerely try to listen - really listen to your ideas. Much of the content to the Deerwander program has come from staff members and every year we gain helpful insight. Everything that happens is strongly imbued with the Christian commitment to the goal that whatever is done will draw others to Jesus Christ.

### **III. STAFF**

#### **THE DIRECTOR(S)**

The Director is in charge of all camp activities. A Deputy Directory may be appointed to act for the Director in his absence and in certain emergencies. A Head Counselor for each side (boys/girls) MAY be appointed at camp and is in charge of all counselors in his/her department. The Deputy Director and Head Counselors will act as an agent of the Director. As such, requests coming from them to the staff should be honored as from the Director.

#### **COUNSELORS**

##### **1. FUNCTION**

To directly supervise the basic cabin group, encourage campers to participate in all activities, and to guide the camper throughout his/her stay at camp.

##### **2. BROAD RESPONSIBILITIES**

1. Foster an enjoyable camp experience for each camper.
2. Maintain discipline.

##### **3. SPECIFIC RESPONSIBILITIES**

1. To be directly responsible for the health, welfare, and (if possible) happiness of the campers.
2. To set an example of promptness to activities, meals, and manners.
3. To watch each camper carefully for deviations from good health and sanitary practices.
4. To supervise the cabin group in cleaning the cabin area and grounds and encourage pride in the cabin group.
5. To report to the Director any difficult situations which may arise in camper or staff relationships.
6. To report any missing campers AT ONCE!
7. To spend your free time wisely.
8. To observe Lights-Out and Quiet hours.
9. To remember - the camper is first - you are here for the camper.
10. To take advantage of every opportunity to talk with and share with the campers so that the light of Christ may shine forth from your life.

Counselors are required to remain with their campers at the times when the campers should be in their cabins. At times when campers are in an activity under the supervision of another counselor or teacher and you are not required to be somewhere else should be considered free time for you. Counselors are required to lead campers under their charge in any work projects that may be assigned to them.

Counselors shall encourage all campers to write home once during the week.

Sunday is considered a day of rest at Deerwander and light activities should be encouraged, walks, letter writing, reading of the Bible and quiet time at the waterfront (if open).

Counselors should teach and encourage campers to take pride in the appearance of the camp grounds. We would like camper involvement in improving the appearance of the camp grounds through small projects. Work projects, other than general cleanup should be submitted to the Director for approval.

1. The campers will be responsible for the cleanliness of their cabin and camp areas, including their roads and paths.
2. The campers will also be responsible for other areas and some will be assigned "jobs" each day. Please help remind them of their duties.
3. The Medical Staff may inspect the toilet areas after they have been cleaned and may require them to be done again.
4. Counselors will be informed of the special needs of their campers as soon as they become known.
5. Counselors are responsible for reporting needed cabin repairs or damages to the Director.
6. Campers may not sleep in any upper bunks with broken rails. Other sleeping arrangements must be made until the broken rail has been fixed.

## **CAMPER SAFETY**

It is expected that each staff member will understand their role at camp to promote and maintain the health and safety of campers under their supervision. Each staff member's first priority in every situation is to camper safety. Each staff member must have constant watchfulness and an understanding of camper rules.

Every camper should be under the supervision of a counselor or teacher at all times.

Campers may not leave the camp grounds without permission of the Director.

Campers may not use the waterfront (swim, sit on the docks or use the boats) without the appropriate staff members present and in charge. Waterfront hours will be posted.

## **CAMPER HEALTH**

It is expected that each Deerwander staff member will obtain medical attention for campers whenever needed and promote cleanliness, good eating habits, appropriate exercise and rest. Never take responsibility for diagnosing and/or treating a camper. Refer all medical problems or questions to the camp infirmary and medical staff.

All medicines for CAMPERS must be held in the camp infirmary. Not even Band-Aids, Tylenol, etc., are allowed in the possession of campers while at camp.

## **INFECTIOUS DISEASE POLICY**

The individual right of privacy must be maintained. A minimum number of individuals, i.e., the Director and Medical Staff will be informed of a person's infectious disease status. Other individuals will be informed only if the situation indicates clearly the need to ensure proper medical care for the infected individual.

## **STAFF REQUIREMENTS**

Deerwander counselors must be 19 years of age and/or have completed one year of college OR be a "graduated" camper who has taken one (1) year "off" before returning. We are looking for individuals who have an interest and ability to work with children and have had some experience as a camper, counselor or have worked with children in a leadership capacity.

Waterfront staff must have had an American Red Cross certification in Lifeguard Training Instruction or Water Safety Instruction. All staff members are encouraged to obtain either of the above certifications.

Camp Medical staff must be currently registered and/or licensed in the states where they reside.

## **REFERENCES**

The Director is pleased to provide recommendations and/or references for former or current volunteers.

## **V. PAY PRACTICES**

## **COMPENSATION**

The main speakers/teachers at camp receive a stipend for their time at camp. The evening speaker will receive a stipend of 400.00 and each morning speaker will receive 200.00. No other positions at camp are paid. You may see reimbursement for mileage to and from camp and for mileage occurring while on camp business during the week of camp. You will be reimbursed at the current IRS allowable rate for charity work.

## **REMUNERATION**

All staff are given room, board and use of the laundry. You must provide your own bleach, soap, etc.

## **WORKER'S COMPENSATION**

Deerwander DOES NOT provide benefits under the Worker's Compensation Law. We do have primary liability and secondary medical insurance that MAY cover you in case of an accident. However, to ensure proper protection for staff, and the camp, any ACCIDENT or INJURY, which occurs on the camp, property must be reported immediately in writing, even if there are no injuries at the time. Forms for this purpose are available from the Director.

## **HEALTH INSURANCE**

Deerwander does not provide any primary coverage for any accidents incurred during free time or for any illness incurred. The individual staff member must carry health insurance for staff members and their children.

## **VI. ABSENCE FROM WORK**

### **ATTENDANCE**

Resident staff is on duty for 24 hours a day, unless specifically scheduled to be off duty. If a staff member is off campus overnight, the volunteer is expected to report to work at the established starting time. If a staff member has time off during the day, the volunteer is expected to report to work at the appropriate time he/she is scheduled to be in attendance. If for any reason a volunteer is absent or unavoidably detained, the staff member must notify the Director as soon as possible, but no later than the regularly scheduled starting time. Not only is prompt notification a matter of courtesy, but the Director must make adjustments in the daily program and safe supervision of campers. Extended or unauthorized absence may result in termination of the relationship.

### **VOLUNTARY TERMINATION**

If a staff member is absent for twenty four (24) hours without calling in it will be considered that he/she has voluntarily terminated his/her position at Deerwander. It should be kept in mind that the unexpected absence of any staff member could seriously disrupt the program and safe supervision of the campers.

### **VOLUNTEER ILLNESS**

If a staff member is unable to perform his/her regular duties because of personal illness or injury, the staff member will follow these steps:

1. A staff member unable to perform regular duties due to illness must report immediately to the camp nurse who will then determine which illnesses are significant enough for further professional attention.
2. A staff member who sustains an injury in the executions of his/her responsibilities at camp, must report that injury at once to the camp nurse who will then determine which injuries warrant further professional attention.
3. The camp nurse will notify the Director of a staff member's illness and/or injury.
4. Staff members must seek professional attention from their family physician or a local medical center. The medical needs of a staff person are not the responsibility of the camp nurse. Exceptions to this may occur in a life-threatening emergency or at the discretion of the camp nurse.
5. It is at the Director's discretion to request a physician's not at any time during a personal illness, injury or disability absence for insurance reasons.

## **VII. PERSONAL CONDUCT**

### **PERSONAL BEHAVIOR AND APPEARANCE**

All counselors are expected to conduct themselves with propriety both on and off campus. We would like you to help us maintain the fine reputation we enjoy. Unbecoming conduct or trouble with the local authorities are causes for immediate dismissal. The use, possession or sale of drugs is illegal. It is illegal in Maine for persons under the age of twenty-one (21) to purchase, consume or transport alcoholic beverages. Drinking of any alcoholic beverages on the campus during your week at Deerwander is not permitted and would be reason for immediate dismissal. If a staff member's behavior is inappropriate (i.e. disrupting or "pouncing" on campers or staff in the middle of the night, raiding or leading a raid on a building, breaking into "off limit" areas of camp such as the kitchen, using camp equipment inappropriately, repeatedly being over tired and unable to carry out counselor duties) and deemed to interfere with the staff member's ability to do your job and fulfill the camp's expectations of performing his/her duties as a counselor or staff member, he/she can be subject to immediate dismissal.

### **PERSONAL RELATIONSHIPS AT CAMP**

Camp is an environment where healthy personal relationships are encouraged to develop between all members of the camp community. In building a friendship with a camper, a staff member must respect the youth. A healthy camper to counselor relationship is encouraged with appropriate expressions of affection, such as a quick hug. However, staff members are expected to be wary of and discourage the continuation of any form of inappropriate "relationship" with a camper. These are not allowed and are identified in the Camp Deerwander Abuse Policy such as, abusive behavior with corporal punishment or intimate physical contact with a minor under the age of eighteen (18). With healthy personal relationships between staff members, we expect each staff member to be respectful of each other in our camp community. Staff relationships are to remain PRIVATE and are for AFTER camp or on YOUR TIME OFF. If two staff members already have a relationship or should a new relationship begin during camp, we expect that all campers will remain completely unaware of the relationship. The rule of thumb is "JOYFUL GLANCES ONLY". Outwardly blatant displays of affection, such as kissing or any type of physical contact in the presence of the campers or while involved with any aspect of your duties as a counselor are not allowed and are not appropriate at camp. Any individual found to be in

violation of this policy will be subject to disciplinary action up to and including immediate termination of your position.

### **SMOKING POLICY**

Deerwander supports a smoke free environment. We request that you abstain from smoking at camp, due to health reasons for you, as well as those around you. Also we are concerned about the negative effects or image you project to those under your care.

### **ALCOHOL POLICY**

Deerwander has committed interest in ensuring the health and safety of its staff. It believes that a working environment free of alcohol abuse is healthier, safer and more productive.

Deerwander strictly prohibits possession of alcohol by anyone; and any individual found to be in violation of this policy will be subject to disciplinary action up to and including immediate termination of their position.

### **DRUG AND SUBSTANCE ABUSE POLICY**

Any individual using or distributing illegal drugs or chemical substances will be subject to disciplinary action up to and including immediate termination of their position or dismissal and referral for criminal prosecution as the circumstances dictate.

### **CHILD ABUSE POLICY**

Deerwander will not tolerate child abuse, including the following: sexual, physical, emotional, sexual molestation or neglect of an individual. There are two types of situations Deerwander may encounter with campers that involving suspected child abuse:

1. A camper who evidences behavior or states that he or she was abused prior to coming to camp. Appropriate steps will be taken to address this situation, including reporting the situation to the Maine Department of Health and Human Services.
2. A camper who alleges that he or she was abused while at camp. If child abuse is suspected and as a result of an investigation confirmed while at camp, the abuser is subject to disciplinary action up to and including immediate termination of position or dismissal from camp and criminal proceedings will be pursued if the circumstances dictate. Reporting child abuse to the Maine Department of Health and Human Services is **MANDATED BY LAW**. Deerwander supports and maintains an environment that encourages any camper who believes he/she has been victim of child abuse or neglect as defined in this policy to report the incident/s immediately to either his/her counselor or the Director.

### **WORK RELATED HARASSMENT POLICY**

It is the policy of Deerwander that all members are entitled to work in an environment free of (1) unwelcome or repeated advances, demands or harassment or a sexual nature and (2) all other forms of verbal or physical harassment based on sex, race, religious preference, age or ethnic background. Such conduct offends and individual's dignity and created an objectionable work climate which cannot be tolerated morally or legally. If an individual is found to be the perpetrator of work-related harassment, he or she will be subject to disciplinary action up to and including termination or dismissal from camp. Any staff who feels that he/she has been subjected to harassment of any type, whether by a coworker, supervisor, customer or any agent

of this organization should promptly report the incident to their supervisor or the Director. Appropriate measures to resolve or correct the situation will be taken in an expeditious manner.

### **VOLUNTEER INSUBORDINATION**

Deerwander definition of volunteer insubordination as follows: “insubordination” is in opposition to and usually in defiance of established authority, failure to recognize or accept the authority of a superior. Therefore, any individual demonstrating insubordination as described above will be subject to disciplinary action up to and including immediate termination of position.

### **VIII. TERMINATION OF POSITION**

1. Resignation - a voluntary termination freely made by the volunteer for any reason he or she chooses. A volunteer is expected to give a minimum of twenty four (24) hours notice.
2. Mutual Agreement - whereby both the individual and the Director agree it would be mutually beneficial to end the relationship. Under these circumstances no termination notice period is set and a departure date is agreed upon.
3. Unsatisfactory Performance - dismissal may result because of the inability of the counselor to discharge his/her duties in a satisfactory manner, continued violations of the camp regulations, or conduct unbecoming to our standards of moral behavior. Prior to termination for unsatisfactory performance, the immediate supervisor must make every effort to resolve the problem. The counselor must be given written notification that his/her position is in jeopardy and be told what must be done to improve the situation. However, in the ease of gross misconduct, a volunteer may be relieved of his or her duties at once.

### **IX. CAMP OFFICE**

The office is open daily from sunrise to sunset and the Director should be close by or a note to his whereabouts will be posted. Please only come into the office when it is necessary. The office is not to be used as a meeting room or a congregation point. Mail will be distributed to staff and counselors, as well as campers during the lunch hour.

### **PURCHASE OF SUPPLIES**

Any items to be purchased with camp money or personal money (for camp) must be approved by the Director. Anyone who is given money from camp for program expenses is responsible for getting receipts for all items purchased.

To receive reimbursement for items purchased, a staff member must follow the directions below:

1. Check with the Director to make sure the expense is eligible for reimbursement BEFORE purchasing the item.
2. KEEP RECEIPTS
3. Write a note detailing what you bought and for what purpose, fasten to the receipt and give to the Director.
4. Depending on amount, you will receive cash or a check, but you will not be reimbursed without a receipt.

## **OFFICE MACHINES**

If a staff person needs copies, these are the guidelines to follow:

1. Item to be copied must be **CAMP RELATED** - please do not use machines for personal use. Permission to use the machines for personal use must be obtained from the Director.
2. Any copies to be handed out to campers or families must first be approved by the Director.

## **OFFICE SUPPLIES**

The office has a variety of stocked items including, tacks, poster boards, scissors, paper, pencils, etc. Talk to the office staff concerning specific needs you may have for supplies. Supplies are NOT limitless, so please conserve where possible and let the Director know when anything needs to be restocked.

## **TELEPHONE**

The camp phone is for business only. Except in an emergency, all personal calls should be made on the pay phones. Toll diversion is on all lines and you **MUST** call collect or use a calling card to make any long distance calls.

## **X. MISCELLANEOUS**

### **VISITORS-PERSONAL**

Parents, relatives and friends (who have been given prior approval or checked in with the Director) are welcome to visit at camp. Campers will not be allowed out of camp. Counselors should conduct themselves courteously, cheerfully and attentively during these visits. Every effort should be made to acquaint parents with our facility, program and personnel. When questions or comments arise concerning policy matters do not hesitate to refer parents to the Director. Remember your initial contact with a parent will be an important and lasting one-- make it a good impression!

You are the camp's "public relations ambassadors".

### **SERVICES**

All volunteers are expected to be in attendance at all camp services; both on Sunday and during the weekdays.

### **KITCHEN**

No one but cooks and other kitchen staff are allowed in the camp kitchen.

Food requests for special events must be submitted in writing to the kitchen forty eight (48) hours before the food is needed. Last minute requests cannot be granted.

### **USE OF EQUIPMENT**

Replacement of equipment is an expensive and long process and we request that you exercise care when using machinery or sports equipment. It's God's money and we must avoid waste.

## **STORE HOURS**

Hours will be posted by the Storekeeper, giving the time of opening and closing the Camp Store.

## **GIFTS**

No staff member shall receive or accept gifts and/or gratuities.

## **PETS**

Staff members living with or in the same building as children are not allowed to have pets in their cabins. With the permission of the Director, pets will be allowed on camp grounds if the owners abide by the rules governing proper behavior and care of animals at Deerwander.

## **LIBRARY**

The camp has use of the Library in the boat house. You are free to use the room and look at the books there. Please do not remove any books from the Library. Also, remember that other staff members are using the side rooms as living quarters.

## **VALUABLES AND PERSONAL POSSESSIONS**

Care must be taken that neither you nor your campers leave personal items or valuables with easy grasp of others. Like we tell campers, wallets, watches, jewelry, radios, etc. should be left at home or kept in a safe place at camp. Valuables such as plane tickets, passports, and extra money should be kept in the office safe. Dangerous articles such as archery equipment, rifles, knives, are not allowed in the possession of the campers or the staff and must be kept in the Directors office.

## **VEHICLES & STAFF PARKING**

All Deerwander staff must park their cars in the area opposite the boys "A" field (On the main road before the lodge). Because cars are a hazard with so many young children, they must not be driven in the cabin area unless special permission from the Director is given. We recommend that private cars be driven only by their owners, as some insurance exclude others, and some staff might not have the funds available to repair the damage. Drivers are to go slowly on the camp road. Maximum speed is 15 m.p.h. Be extremely careful to look for campers along the camp roadways; they often appear from nowhere! Do not leave keys in the vehicle and be sure to lock up. Staff members under 21 years of age are not allowed to transport campers in their private vehicles or anyone else's private vehicle without permission of the Director. Campers include all those less than 18 years of age. **CAMPERS ARE NOT PERMITTED TO RIDE IN THE BACK OF TRUCKS.** If staff members ride in the back of a truck, they must be seated in the bed.

## **CAMP BOUNDARIES**

Basically if your campers can not see the main Lodge they are out of bounds.

## **WATERFRONT POLICIES**

## **SWIMMING RULES**

## **SWIM TAGS MUST BE USED AT ALL TIMES!!!**

1. No person is allowed into the water, or into the boat, without FIRST placing their tag in the appropriate location on the Tag Board.
2. A lifeguard must be on duty before anyone is allowed in the water or use waterfront equipment.
3. There will be no pushing, shoving or roughhousing on the waterfront.

## **BOATING RULES**

Life jackets are worn in all boats. Free boating (canoes, kayaks and sailboats) WITH PERMISSION is allowed in the afternoon.

1. No standing in the boat - no feet over the side.
2. Four or less in canoes.
3. Tipping or capsizing is not allowed.
4. Lifejackets are not to be used as swimming gear.
5. All equipment must be returned to the aquatics room.
6. No changing places while in boats

## **NEAR DROWNING/AQUATIC ACCIDENT**

1. Medical personnel are contacted immediately along with the Director (radio, runner).
2. Appropriate community emergency services are requested, if needed.
3. Parent or guardian will be contacted by telephone by the Director or Medical Personnel.
4. All media contact will be made through the Director.

## **EMERGENCY PROCEDURES**

In an emergency, use judgment and discretion in determining which step to take first.

Notify Immediately: Director, Supervisors Office

Injury: Call Nurse. Do not move injured person if there is any doubt of injury.  
Use First Aid procedures.

Weather: In case of severe storm or hurricane, stay in cabins unless otherwise notified.

Fire: Call Fire Department - CALL 911

Police: If intruders or suspicious persons are in the campus, call the police at 911.  
Notify the Director as soon as possible. The camp is posted land.

Missing Persons: Notify the Director immediately.

Emergency Communication:

Within Camp - Telephones, Radios or a series of three blows on the blow horn or whistle indicate an emergency. Runners from the Director's Office will be deputized to take written messages to and from areas where other communications are not possible.

Outside Camp

1. The Director and Medical Personnel are contacted immediately.

2. Appropriate community emergency services are requested.
3. Parent/Guardian will be contacted by telephone by the Director or Medical Personnel.
4. All Media contact will be made through the Director.

Rescue Squad: Need determined by the Nurse or Director to call 911.

### **POLICY IN EVENT OF DISASTER**

The following guideline is intended to prepare the camp for any disaster such as a violent storm, fire, or other emergency. It is most important that each staff member be aware of these procedures to ensure first response, safety to those in your care, and to convey assurance that you have control of the situation. Anyone detecting any unusual situation should report to the Director immediately. If it is determined that emergency procedures are to be in effect, the camp will be notified by one of a combination of the following methods:

1. Four blows on a blow horn - 10 second pause before repeating.
2. Runners to each cabin.

Upon receiving the disaster warning, everyone is to report to the main Lodge.

Assignments:

1. The counselors will at the Directors order a check of all buildings to insure a complete evacuation.
2. When cabin groups are accounted for, waterfront personnel will proceed to secure all equipment that is involved if needed.
3. The Director will appoint a crew to transport equipment needed to contend with the emergency.

### **FIRST AID AND EMERGENCY CARE**

First Aid is the immediate care given to a victim of an accident or sudden illness until the services of a physician may be secured. Primary objective is prevention. Secondary objective is proper treatment. The good first aider deals with the whole situation, the person and the injury. He/she knows what not to do as well as what to do.

1. All First Aid or emergency medical care provided away from the infirmary must be reported to the nurse to be recorded in the daily medical log as soon as possible. Counselors will be responsible for getting this information to the medical staff.
2. An Accident Report form (available in the infirmary) must be completed for injuries requiring professional medical treatment.

General Instructions for First Aid

1. Notify proper camp authorities, i.e... Camp Nurse and the Director.
2. Give the "urgently" necessary First Aid.
3. Have victim lie down/keep still.
4. Check for injuries.
5. Plan what to do, keep CALM!!!
6. Remove from the situation or the situation from the person.

## **DINING ROOM PROCEDURES**

1. Please be certain that campers under your care make it to meals; please report any possible eating problems to the Director and the camp Nurse.
2. In order to avoid unnecessary confusion, please assist in making certain the campers remain in their seats at the table during meals. The exception is, of course, the server/wiper who will be happy to serve their table.
3. Staff should be an example in always having a positive attitude toward food. Please impress on them the importance of taking ONLY as much as they are SURE they can eat. Stress the importance of not wasting.
4. At the end of meals, cooperation by all and some supervision in the clearing and cleaning of the table is a must.
5. NO food, dishes or serving dishes are to be taken from the dining room.

## **TABLE SETTERS, SERVER-WIPER & SWEEPERS**

1. Thirty minutes before each meal, table setters should report to the dining hall to set tables. They will normally work three meals.
2. Server/wipers will be chosen at the beginning of each meal. They will generally put the food on the tables just after prayer. During meals, the server will be responsible for getting seconds - or sharing unused food with those of another table.
3. Before dessert is served, all remaining food must be returned to the counter.
4. When everyone has finished eating, the tables cleared and wiped down, and announcements are over the campers will be excused.
5. Dishes should be scraped WELL. Glasses should be placed in the tray. THEY MUST NOT BE STACKED (they stick and then break). Tableware should be separated and placed in the appropriate container.
6. Sweepers may leave the dining hall after he/she has checked with the Dining Hall Steward.

## STAFF ACKNOWLEDGEMENT FORM

By signing this I agree that I have made myself known with the rules and beliefs held by Deerwander Bible Conference and outlined in the Staff Handbook. By accepting a staff member position affiliated with Deerwander Bible Conference I agree with and will adhere to the policies and procedures that are referenced in the Staff Handbook. I understand that by not following these guidelines I can be subject to disciplinary action up to and including immediate termination of position.

Staff Member Name (printed): \_\_\_\_\_

Staff Member Name (signed): \_\_\_\_\_

Date: \_\_\_\_\_